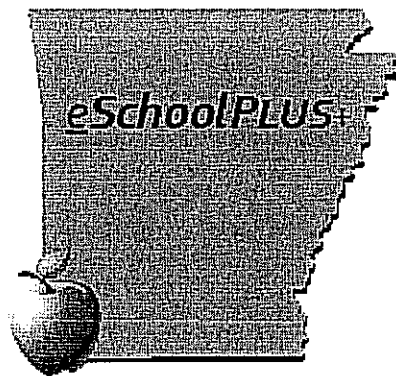


***eSchoolPlus+***

**Teacher Access Center (TAC)  
Teacher Guide**

Version 2.4



May 2013

**Arkansas Public School Computer Network**

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## Logging in to Teacher Access Center (TAC)

1. Start computer. Log in to computer, if necessary and connect to the Internet.
2. Connect to the following URL: <http://eschoolplus24.k12.ar.us/tac24>
3. Teachers will be prompted to enter their username and password. Usernames are provided by the district.

(v2.4)

## Logging out of Teacher Access Center (TAC)

In the title bar at the top right side of a Teacher Access Center page, click the **Logout** link. If the Logout link is not visible in the title bar of the page, save any changes made, then navigate to the My Home page to click the **Logout** link. When the Login window displays, this indicates that the user has been logged out of TAC.

**Caution:** Browsing away from the Teacher Access Center will not log a user out of TAC. Users will remain logged in to TAC until they are manually logged out; or, the session has timed out. Additionally, if a session of eSchool is running in another browser window when a user is logged in to TAC, the user must also close out of the eSchool session; otherwise, the system will retain the login information and allow access to TAC without being prompted to log in.

# The My Home Page

The **My Home** page allows teachers to access their attendance and gradebook tools, as well as list classes, any reports that have been created, and news items published by the school district.



Click on from any screen in TAC to return to the **My Home** page.

eSchoolPlus+
Teacher Access Center
Help Print Home

My Home
Click Here for Library System

- View Student List
- Take Attendance
- Morning Bulletin
- Define Assignments
- Score Assignments
- Enter Interim Progress
- Enter Report Cards
- Enter Competencies
- Enter Interventions
- Enter Goals
- View Student Test Scores
- Email Students/Guardians
- Conduct Referrals
- Classroom Issues
- Class Issue Mass Entry
- Teacher Preferences
- Cognos Reporting
- Select Theme
- Set Environment

### My Classes

View: **Current** Attendance Date: 6/22/2010 RC Run: 3 IPR Date: 04/21/2010

Period	Course	Description	Room	Cycle	Marking Periods	Actions
Building: 1050 Hillman High School Staff: Campbell, Dawn						
N/A		Primary Homeroom	FA7		List	- - - - -
1	4501WH - 1B	World History	141	A, B	T2, T3	List All All P Pic Def Score IPR RC Comp
3	0120HC - 3	Study Hall Sem 2	141	A, B	T3	List All All P Pic - - - - Comp
4	4503WH - 2	AP World History	141	A, B	T2, T3	List All All P Pic Def Score IPR RC Comp
A-5	2303EH - 2	English 10 H Block	140	A, B	T2, T3	List All All P Pic Def Score IPR RC Comp
6	4503WH - 1	AP World History	141	A, B	T2, T3	List All All P Pic Def Score IPR RC Comp
7	2303EH - 1	English 10 H Block	140	A, B	T2, T3	List All All P Pic Def Score IPR RC Comp
ASM		All-School Musical				List - - - - -

### My Lunch Counts

Building: 1050 Hillman High School Staff: Campbell, Dawn

Hot Lunch	0
Milk: Only	0

Save

### News

#### 6/22/2010 - Progress Report Deadline

Please submit your progress report grades and comments by the end of the day on April 23.

#### 6/1/2010 - Tip - Saving Reports

When you open a report, you can save the report to your PC. Then you can delete the report from your Home page.

### My Messages

Delete All Messages

Scheduling Messages:

Building: 1050 Hillman High School Staff: Campbell, Dawn

6/22/2010 Misty Braxton has been withdrawn from your AP World History (Course 4503WH-1) class as of 1/15/2010.

You do not have any messages related to discipline.

Delete

### My Reports

Delete All Reports

Report Name	Last Modified
Student Detail 4501WH-1B T3	6/22/2010 4:57:32 PM

Delete

## My Classes

Listed in the **My Classes** pane are the courses a teacher is assigned to teach in the Master Schedule, as well as any activities or homerooms to which they are assigned. The list of courses to display will depend on the option selected in the **View** drop down selection field.

**View:** The list of courses will display one of five options:

- **Current MP:** Courses meeting in the current marking period.
- **Attendance:** Those courses or homerooms which take attendance.
- **Grading:** Those courses which receive grades.
- **Activities:** Activities for which the teacher is set as an advisor.
- **All:** All courses will display.

**My Classes**

**View:** Current MP ▼

**Period:** Current MP

**Building:** Attendance

Grading

Activities

All

**Note:** If logging in to Teacher Access Center prior to the start of the current school year, select "**All**" to see a listing of all scheduled courses for the current year.

**Attendance Date:** The available dates to view or take attendance. The attendance date defaults to the current date. The dates for which attendance can be viewed or updated by a teacher is determined by the district.

**Attendance Date:** 11/5/2009 ▼

Attendance Date
11/5/2009
11/4/2009
11/3/2009
11/2/2009
10/30/2009
10/29/2009

**RC Run:** Displays the current marking period for report card grades.

**RC Run:** 1 ▼

1
2
3
4

**IPR Date:** Displays the processing date(s) for Interim Progress Reports. The IPR processing dates will depend on the district's policies and setup.

**IPR Date:** 12/17/2009 ▼

09/17/2009
12/17/2009
02/17/2010
05/17/2010

**Course Information:** The course information displays with associated links for attendance and grade options.

**My Classes**

**View:** Current MP ▼ **Attendance Date:** 4/14/2010 ▼ **RC Run:** 3 ▼ **IPR Date:** 04/21/2010 ▼

Period	Course	Description	Room	Cycles	Marking Periods	Actions										
<b>Building:</b> 1050 - Hillman High School <b>Staff:</b> Bookman, Elana																
1		Multiple Classes				List	Att	All	P	-	-	Score	IPR	RC	-	-
1	4504WH - 1	World Studies	233	A, B	T2, T3	List	Att	All	P	Pic	Def	Score	IPR	RC✓	Comp	Rec

The following links will display under the **Actions** section of the **My Classes** window:

- List Click to view the list of active students in the selected course.
- Att All P Click Att to take attendance. If all students are present, click All P.
- Ptc Click to take attendance by seating chart.
- Def Click to define gradebook assignments for the selected course.
- Score Click to enter gradebook scores for the defined assignments for the selected course.
- IPR Click to enter Interim Progress Report grades and comments.
- RC Click to enter Report Card grades and comments
- Rec Click to enter course recommendations for student requests.

## News

News options are building or district-wide messages from the eSchoolPlus System Administrator that appear on the teachers **My Home** page.





**News**  
**4/8/2008 - Welcome**  
Welcome to the  
eSchoolPLUS Overviews  
  
**3/19/2008 - Staff  
Meeting**  
There will be a staff  
meeting today at 3:30 in  
the Admin building.



## My Reports

The **My Reports** pane displays a teacher's reports. Reports are created as Adobe .pdf files and can be viewed online, saved, or printed.

My Reports		
File Name	Last Modified	Delete
<a href="#">Assignment Averages 1510B-1 M6 ID 103121</a>	5/21/2008 6:14:19 PM	<input type="checkbox"/>
<a href="#">Averages 1510B-1 M6</a>	5/21/2008 7:40:16 PM	<input type="checkbox"/>
<a href="#">Class Roster 1206-1</a>	4/25/2008 3:25:48 PM	<input type="checkbox"/>

- To view a report, click the report name.
- To print the report, view the report and then click the printer icon .
- To save the report, view the report and then click .
- To delete a report, select the report(s) and click Delete.
- To delete "all" reports, click  and click Delete.
- Click on  to send a report to a local printer.

## My Messages

**My Messages** displays messages regarding student schedule changes, discipline actions, returned referrals, homeroom changes and nurse's visits. The display of messages depends on the building's configuration. Notifications include the date and time, type of change, name of the student, and a brief description. Messages display until they are deleted.

- **Scheduling Messages** - A message displays when a student is added to a course, a student's course scheduling information for a course changes, or a student drops a course.

My Messages			
Date	Type	Message	Delete
Building: 1 - APSCN Elementary School Staff: Johnson, Reba			
6/20/2012	SCHDADD	Emily Ledbetter's schedule in your Science 01 (Course 211210-1) class has been added or modified as of 8/15/2011.	<input type="checkbox"/>
Change Settings			Delete

- **Discipline Messages** - A message displays when a disciplinarian returns a discipline issue that a teacher referred and can also be configured to display a message when a student has been assigned to certain discipline actions.

My Messages			
Date	Type	Message	Delete
Building: 1 - APSCN Elementary School Staff: Johnson, Reba			
6/20/2012 2:09:52 PM	DISCLRET	Classroom Issue you referred 06/20/2012 for Lane, Jacob Andrew has been returned.	<input type="checkbox"/>
Change Settings			Delete

This message only displays if the teacher is using **Classroom Issues/Conduct Referrals** and refers a student to the office but the disciplinarian returns the discipline issue back to the teacher.

My Messages			
Date	Type	Message	Delete
Building: 1 - APSCN Elementary School Staff: Johnson, Reba			
6/18/2012	DISCACTNEW	Jacob Lane has been assigned to In-School Suspension from 06/18/2012 to 06/20/2012. (Course: 211310-1)	<input type="checkbox"/>
6/18/2012	DISCACTHEV	Jacob Lane has been assigned to In-School Suspension from 06/18/2012 to 06/20/2012. (Course: 211210-1)	<input type="checkbox"/>
Change Settings			Delete

- **Primary and/or Secondary Homeroom Messages** - A message displays when a student is scheduled into a teachers homeroom.

My Messages			
Date	Type	Message	Delete
Building: 1 - APSCN Elementary School Staff: Johnson, Reba			
6/19/2012	CHGPRHOME	Emily Ledbetter has been assigned to Primary Homeroom 120	<input type="checkbox"/>
Change Settings			Delete

- **Nurse Visit Message** – A message displays when a student has been in the nurse's office during a scheduled course.

My Messages			
Date	Type	Message	Delete
Building: 1 - APSCN Elementary School Staff: Johnson, Reba			
6/19/2012	MEDALERT	Emily Ledbetter entered the nurse's office at 10:30 and left at 11:00. (Course: 211210-1)	<input type="checkbox"/>
Change Settings			Delete

### Message Options:

- To view a description of the type of message, move the mouse pointer over the code in the Type field to display a tooltip.
- If a student name displays as a link, click the link to view the Student Summary page for the student.
- To sort messages within a building by date, click the **Date** column heading link.
- To sort messages within a building by message type, click the **Type** column heading link.
- To remove a message from this list, click the Delete checkbox for the message, then click **Delete** at the bottom of the My Messages section.
- To select or unselect all messages for deletion, click **All** or **None** in the **Delete** column, as appropriate, then click Delete at the bottom of the My Messages section.
- To select the number of prior days of messages that will display on the My Home page, click **Change Settings** at the bottom of the My Messages section. Entering a value of 0 (zero) indicates that all messages will display.
- To view the My Messages page, click the **My Messages** heading link. If the settings for this section have been set to display only a limited number of messages on the My Home page, all available messages on the My Messages page can be viewed.

## My Lunch Counts

**My Lunch Counts** displays fields for a teacher to enter the total number of students who will be buying a specific lunch option. The **My Lunch Counts** pane may not display on the **My Home** page if the school chose not to use this option. Lunch Types are defined by the building.

When entering lunch counts, enter the total value; for example, if the count indicated that 5 students were buying Hot Lunch and 1 more student needed to be added to the count, a 6 would need to be entered for Hot Lunch. Click **Save** to save changes.

My Lunch Counts	
Lunch Type	Count
Building: 7 - CA Elementary School #7	
Hot Lunch	<input type="text" value="5"/>
Milk Only	<input type="text" value="0"/>
Save	

## Using Menu Options

The left side of the TAC page contains menu options for all available functions in TAC.

For TAC options that require a course, first click the corresponding link for the menu item in the **My Classes** list to the right of the desired course. Once a course has been selected, choosing another course-related menu item immediately opens the new option for the same course.

One of two options will display on the left-hand side of the My Home title bar:

- **<< Max** allows teachers to close the menu options and expand TAC to the width of the full window.
- **Restore >>** allows teachers to open the menu options after expanding TAC to the maximum size of the window.

Links for a course on the My Classes area:

- **View Student List (List):** Display a class list.
- **Take Attendance (Att/Pic):** Take attendance for the selected course/homeroom.
- **Define Assignments (Def):** Enter gradebook assignments for the selected course.
- **Score Assignments (Score):** Enter gradebook scores for the course assignments that have already been created.
- **Enter Interim Progress (IPR):** Display the Interim Progress Report screen for the selected course.
- **Enter Report Cards (RC):** Display the Report Card Entry screen for the selected course.
- **Enter Course Recommendations (Rec):** Display the Course Recommendations screen for students in the selected course.

- ⊗ View Student List
- ⊗ Take Attendance
- ⊗ Morning Bulletin
- ⊗ Define Assignments
- ⊗ Score Assignments
- ⊗ Enter Interim Progress
- ⊗ Enter Report Cards
- ⊗ Enter Competencies
- ⊗ Enter Course Recommendations
- ⊗ Enter Interventions
- ⊗ Enter Goals
- ⊗ View Student Test Scores
- ⊗ Email Students/Guardians
- ⊗ Conduct Referrals
- ⊗ Classroom Issues
- ⊗ Class Issue Mass Entry
- ⊗ Teacher Preferences
- ⊗ Cognos Reporting
- ⊗ Select Theme
- ⊗ Set Environment

**Teachers do not have to select a course for the following menu items:**

- **Morning Bulletin:** To view a list of students reported absent that day in a teacher's classes or building.
- **Email Students/Guardians:** Send an email to students and/or guardians.
- **Conduct Referrals:** To refer one or more students to an administrator, usually for disciplinary issues.
- **Classroom Issues/Class Issue Mass Entry:** To track any information about students in a teacher's classroom.
- **Teacher Preferences:** Modify the teacher's preferences.
- **Select Theme:** Change the color or design of the TAC screen.
- **Set Environment:** Return to the login page.

## Viewing Course Rosters and Student Summary Information

The **Course Roster** page displays the list of students enrolled in a course or homeroom assigned to the teacher. General course or homeroom information displays at the top of the Course Roster. The course code, description, building, and meeting information display on this page. Within this section of the window, teachers can specify additional information to display on the roster.

The **Students** section lists general information for the students who are (or who were) enrolled in the class, such as the student's name, ID, grade, gender, homeroom and birth date. If a teacher has selected to display withdrawn students (students who were enrolled in the class at any time during this year, even if they are no longer actively enrolled in the class), the student information for withdrawn students displays in red text.

### Viewing a Course Roster

1. On the **My Home** page, click **List** to view the **Course Roster** for the selected course. The Course Roster will display listing all active students in the course.

Course Roster							
<div> <a href="#">My Classes</a> <a href="#">Report</a> <a href="#">Seating Chart</a> <a href="#">Show Options</a> </div>							
Course Information							
Course	Section	Description	Building	Primary Staff	Marking Periods	Periods	Days
15108	1	Chemistry - S2	330 - Training High School	John Doe	M4, M5, M6	1	M, T, W, R, F
Students							
Student	ID	Grade	Gender	Homeroom	Birth Date		
<a href="#">Bentley, Jackie Lynn</a>	102382	10	Female		2/23/1992		
<a href="#">Casper, Jonathan Lewis</a>	102348	10	Male		10/4/1991		
<a href="#">Eastman, Phillip Robert</a>	101222	10	Male		9/13/1991		
<a href="#">Jones, Riley Steven</a>	103507	10	Male		2/12/1992		
<a href="#">McGruffy, Jessica Rosemary</a>	102213	10	Female		9/7/1991		
<a href="#">Simpson, John Bernard</a>	103121	10	Male		3/29/1992		
<a href="#">Smith, Kim E</a>	109020	10	Female		12/1/1996		
<div> <a href="#">My Classes</a> <a href="#">Report</a> <a href="#">Seating Chart</a> <a href="#">Show Options</a> </div>							

## Printing a Class Roster

1. From the **Course Roster** screen, click **Report**.
2. Click the **Printer** icon to send the Class Roster to a local printer.









Student		ID	Grade	Gender	Homeroom	Birthdate
Bentley, Jackie Lynn	102382	10	Female		2/23/1992	
Casper, Jonathan Lewis	102348	10	Male		10/4/1991	
Eastman, Phillip Robert	101222	10	Male		9/13/1991	
Jones, Riley Steven	103507	10	Male		2/12/1992	
McGruffy, Jessica Rosemary	102213	10	Female		9/7/1991	
Simpson, John Bernard	103121	10	Male		3/29/1992	
Smith, Kim E	109020	10	Female		12/1/1996	

## Creating a Customized Seating Chart

1. To create a customized seating chart, click the **Seating Chart** button on the Course Roster screen.

Seating Chart						
<input type="button" value="My Classes"/> <input type="button" value="Save"/> <input type="button" value="Class Roster"/> <input type="button" value="Print"/>						
Course Information						
Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	John Doe	M4, M5, M6	1	M, T, W, R, F
Settings						
Columns:		<input type="text" value="10"/>	Rows:		<input type="text" value="10"/>	

2. Specify the number of columns and rows for the seating chart. Teachers cannot enter a number of columns or rows that is less than the highest column number or row number in which a student is displayed. When another field is selected, the number of columns and/or rows selected will display in the seating chart.

Seating Chart			
 102348 Casper, Jonathan Lewis	 101222 Eastman, Phillip Robert	 103507 Jones, Riley Steven	 102213 McGruffy, Jessica Rosemary
 103180 Alavriter, Robert Joseph	 102382 Bentley, Jackie Lynn	 109020 Smith, Kim E	 103121 Simpson, John Bernard

- To move a student, move the cursor over the student's name and drag and drop the student to a new location.

**Note:** Arkansas is not uploading student photos at this time; however, the Seating Chart may still be used without student photos.

- Repeat Step 3 until all students are arranged.
- To save the seating chart, click on **Save**.
- Click **Class Roster** to return to the course roster.

## Changing How Information Displays on the Class Roster

- To change how information displays on the **Class Roster** page, click **Show Options**.
- In the **Show Withdrawn Students** selection box, select how withdrawn students are listed. Select from the following options:
  - None:** to not display withdrawn students
  - Alphabetically:** to display withdrawn students sorted in alphabetical order within the list of active students
  - Grouped:** to display withdrawn students grouped at the bottom of the list of students in the class

Options	
Show Withdrawn Students:	None ▼
Additional Columns:	<div> None  Alphabetically  Grouped </div>


- In the **Additional Columns** field, select the columns to display in the roster. Ctrl+click on the columns to include.

Additional Columns:	Student ID
	Grade
	Gender
	Homeroom
	Birth Date
	Home Building
	House/Team
	Nickname
	Alias Name
	Counselor

- If checking **Display Grid**, blank grid columns will display in the **Students** section of the roster.




5. If **Display Grid** was checked, in the **Columns To Display** field, select the number of columns (1 to 20) to display.









<b>Display Grid:</b>	<input checked="" type="checkbox"/>
<b>Columns To Display:</b>	7 

**Note:** To print the class roster report, teachers may need to change the columns selected if the space used by the selected columns exceeds the page width of the report.

6. If displaying attendance dates for the grid columns, check **Display Attendance Dates**.
7. If **Display Attendance Dates** was checked, enter the first date to print in the **Start Date** field. The Start Date will default to the current date if Display Attendance Dates is selected.

<b>Display Attendance Dates:</b>	<input checked="" type="checkbox"/>
<b>Start Date:</b>	6/13/2008 

8. A sample of the selected Class Roster format will display on the lower portion of the screen. Notice the 7 additional columns which have been added with the appropriate attendance dates appearing at the top of the column headings.

Students												
Student	ID	Grade	Gender	Homeroom	Birth Date	6/13	6/16	6/17	6/18	6/19	6/20	6/23
Bentley, Jackie Lynn 	102382	10	Female		2/23/1992							
Casper, Jonathan Lewis 	102348	10	Male		10/4/1991							
Eastman, Phillip Robert  	101222	10	Male		9/13/1991							
Jones, Riley Steven 	103507	10	Male		2/12/1992							
McGruffy, Jessica Rosemary 	102213	10	Female		9/7/1991							
Simpson, John Bernard 	103121	10	Male		3/29/1992							
Smith, Kim E 	109020	10	Female		12/1/1996							

9. Click Report to generate a .pdf of the Class Roster.

## Viewing Student Summary Information and Alerts

1. On the **My Home** page, click **List** to view the **Course Roster** for the selected course.
2. The **Course Roster** will display, listing all active students in the course.
3. If **Alerts** have been turned on for the district, teachers may see yellow "alert" symbols next to a student's name.



4. These alerts are tied to information contained in eSchoolPLUS Medical, Special Ed, Personal Comments, and Academic screens. The following alerts may be available for viewing by teachers according to the district policy and the setting of the building Registration Configuration: Medical Alerts, Disabilities, 504 Plan, Classification (Special Ed), IEP (Special Ed), Personal Comments, At Risk, Eligibility Status (athletics or activities). They are denoted by the following symbols:



Medical



Special Education

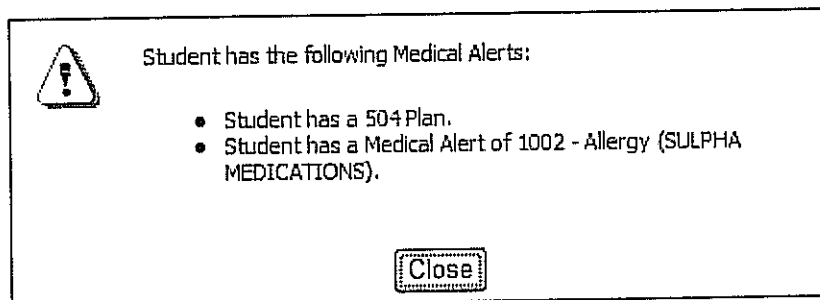


Personal Comments




Academic

5. To view details of the alert, click on the appropriate symbol next to the student's name.



6. To view the Student Summary information, click on the student name link.

	ID: 55620	Name: Adams, Jennifer	Building: Hillman High School	Grade: 10					
<input type="button" value="IPR Summary"/> <input type="button" value="RC Summary"/> <input type="button" value="Test Summary"/> <input type="button" value="TRN Summary"/> <input type="button" value="Close"/>									
<b>Student Summary</b>									
<b>Registration Information</b>									
<b>Status:</b>	Active		<b>Calendar:</b>	Regular					
<b>Gender:</b>	Female	<b>Age:</b>	14						
<b>Counselor:</b>	Marshall, Suzanne	<b>House/Team:</b>	<b>Birthdate:</b> 03/17/1996						
<b>Homeroom:</b>	213	<b>Sec. Homeroom:</b>	<b>Language:</b> English						
<b>HRM Teacher:</b>	Christopher, Jill		<b>Sec. HRM Teacher:</b>						
<b>District Registration Information</b>									
<b>Family/Census #:</b>		<b>Res. District:</b>							
<b>Alt. Building:</b>		<b>Alt. District:</b>							
<b>Contact Information</b>									
Priority	Name	Type	Address	Phone Number	E-Mail Address				
		Mailing Address	4206 Main Street Creswell, OR 98102	Home: (508)747-2225	jadams@coleridge.k12.or.us				
		Physical Address	4206 Main Street Creswell, OR 98102	Home: (508)747-2225	jadams@coleridge.k12.or.us				
1	Linda Adams	Guardian	4206 Main Street Creswell, OR 98102	Cell 1: (508)747-2225 Work 1: (508)448-6977	linda.adams@oregon.edu				
2	Cynthia and Douglas Adams	Emergency Contact	5591 Spring Road Coleridge, OR 95202	Cell 1: (508)282-5725 Cell 2: (508)932-1383					
<b>Emergency Information</b>									
<b>Physician:</b> Not specified		<b>Hospital:</b> Not specified							
<b>Insurance:</b> Not specified		<b>ID:</b> Not specified							
<b>Group:</b> Not specified		<b>Subscriber:</b> Not specified							
<b>Schedule Information</b>									
Period	Course	Section	Room	Teacher	Time	Building			
1	World History	4501WH-18	141	Campbell, Dawn	7:45 AM - 8:40 AM	HHS			
2	Integrated Math 2 Lab	5647EL-1	129	Sobol, Erica	8:40 AM - 9:40 AM	HHS			
3	Interior Design 1	7565PA-2	53	Hunt, Diane	9:40 AM - 10:35 AM	HHS			
4	Biology	6610BS-14	213	Cross, Pat	10:35 AM - 11:30 AM	HHS			
A	Lunch	0160NC-2	N/A	Staff	11:30 AM - 12:00 PM	HHS			
5 - B	English 10	2300EN-18	235	Bookman, Liana	12:00 PM - 1:00 PM	HHS			
6	Integrated Math 2	5655MA-7	138	Sobol, Erica	1:00 PM - 1:55 PM	HHS			
7	Academic Lab	1095EL-8	50	Branton, Stacy	1:55 PM - 2:45 PM	HHS			
<b>Attendance Information</b>									
Building	Room	Course	Description	Attendance Period	Scheduling Period	Absence	Dismiss	Arrive	Source
HHS	141	4501WH-18	World History	1	1	Tardy Excused		8:30 AM	Office

7. To display the student's schedule for the year, click **Schedule Information** link.
8. To display a year view of the student's attendance, click **Attendance Information** link.
9. To display the IPR Summary for the student, click **IPR Summary**. Teachers can select another IPR Date to display. After reviewing the IPR information, click **Summary** to return to the Student Summary or **Close** to close the IPR Summary and Student Summary.
10. To display the Report Card Summary for the student, click **RC Summary**. Teachers can select another Report Card Run to display. After reviewing the Report Card information, click **Summary** to return to the Student Summary or **Close** to close Report Card Summary and Student Summary.
11. To display the Transcripts course history summary, click **TRN Summary**. Teachers can choose to display courses by term or by year, depending on the grouping options defined for the district.

## Attendance

The following process is for a teacher to take attendance in Teacher Access Center (TAC) for students in either their homerooms or scheduled courses. If taking homeroom attendance teachers will see an attendance link next to a line titled "homeroom" and if taking class attendance the attendance link is next to the course.

### Taking Attendance

1. Once logged in to TAC, click on the **Att** link of the homeroom/course for which to enter attendance.

#### Example of Homeroom Attendance

**My Classes**  
 View:  Attendance Date: 3/11/2013 RC Run: 2 IPR Date: 02/08/2013

Period	Course	Description	Room	Cycles	Marking Periods	Actions									
Building: 4 - Your School Elementary Staff: Arnold, Anita															
AM	N/A	Primary Homeroom	407			List	Att	✓	Pic	✓	-	-	-	-	-
AM,PM	N/A	Primary Homeroom - Multiple Periods	407			List	Att	✓	Pic	✓	-	-	-	-	-
PM	N/A	Primary Homeroom	407			List	Att	✓	Pic	✓	-	-	-	-	-

**Note:** When taking Homeroom Attendance, teachers will normally want to select the line that with both AM,PM in the Period column so that the attendance entered will be entered in both the AM and PM attendance slots.

#### Example of Course Attendance

**My Classes**  
 Courses:  Attendance Date: 6/23/2008 RC Run: 6 IPR Date: 6/13/2008

Period	Course	Description	Room	Cycles	Marking Periods	Actions										
Building: 330 - Training High School Staff: John Doe																
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	List	Att	All P	Pic	Def	Score	IPR	✓	RC	✓	Comp

2. After clicking on the **Att** link, the following screen will display.

Take Attendance							
Save		My Classes		Display as Photos		Audit Report	
Attendance Date: 5/25/2010							
420000 -2 BIOLOGY Period: 1							
Teacher: Cline, Mike		Room: N/A		Building: 40 - Your Town High School			
Number of Students: 17							
Check All Abs				Clear All Abs			
Student	Grade	A	P	Dismiss Time	Arrive Time	Add Entry	Clear Entry
Chalk, Kalia Ann	12	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Garcia, James Austin	11	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Greenlee, Ankano Calvin	11	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Robinson, Kelsa Afton	10	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Rodgers, Cody Alexander	10	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Rotter, Matsush Ann	10	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Scogin, Chaston Charles	10	<input type="checkbox"/>	<input type="checkbox"/>			+	-
Simpson, Jessica Lynn	10	<input type="checkbox"/>	<input type="checkbox"/>			+	-

The **Take Attendance** screen may vary from the above screen due to differences in districts' setups for attendance in TAC. This screen allows teachers to take attendance by placing a check mark in the box under the appropriate columns:

A = Absent

T = Tardy

P = Present (Do **NOT** mark students present unless making a correction to a previously saved entry.)

**Note:** The All P link (beside the Att link) is to be used if all students are present in class.

- Once attendance has been entered click on the **Save** button located at either the top or bottom of the page. A message will display: **Save In Progress...Completed**. Then click on the **My Classes** or **Home** button at the top of the page. The focus will return to the **My Home** page where a green checkmark ✓ should now display beside the **Att** link which indicates that attendance was submitted for that course.

**Note:** If a student was marked absent by mistake or came into class after attendance was saved the teacher may go back in to the **Att** link and click in the **P** box beside the students name in order to correct the previously saved entry. Be sure to click **Save** after the correction is made.

**Note:** If attendance has been entered on students from the office, the attendance will display in TAC in RED under the students name.

## Morning Bulletin

Use the Morning Bulletin page to view attendance information for students in a specified building for a specified date. A teacher may view either attendance information for only students who are in their classes, or attendance information for all students. One line of data will appear for each absence for the student.

1. Once logged in to TAC, click on **Morning Bulletin** link on the left side of the screen.

**Morning Bulletin**

[Click Here for Library System](#)

**Attendance Date:** 4/24/2010

**Show:** All Students

**Building:** 1 - APSCN Elementary School

**Sort Order:** Student Name

[Refresh Bulletin](#)

Student	Grade	Course	Building	Period Order	Grade Order	Team Order	Grade/Team Order	Student Name/Course Building	Absence	Dismiss	Arrive	Source	Comment
Adkins, Ian J	10	4503WH - 1	AP						dy Excused		1:16 PM	Office	
Braun, Sarah N	10	2301EN - 1	World Studies English	1					Unexcused			Teacher	
Choi, Hilary T	10	4503WH - 1	AP World History	6					Unexcused			Teacher	
Cumberland, Sam K	10	4503WH - 1	AP World History	6					Unexcused			Teacher	
Dean, Rachel Elizabeth	10	4503WH - 1	AP World History	6					Unexcused			Teacher	
Gill, Alex Colin	10	2301EN - 1	World Studies English	1					Unexcused			Teacher	
Harrington, Suzanne M	10	2301EN - 1	World Studies English	1					Unexcused			Teacher	
Hoffmeister, Alex Paul	10	2301EN - 1	World Studies English	1					Unexcused			Teacher	
Hwang, Ho San	10	4503WH - 1	AP World History	6					Unexcused			Teacher	
Janacek, Lynn	10	2301EN - 1	World Studies English	1					Unexcused			Teacher	
Lang, Holly M	10	4503WH - 1	AP World History	6					Unexcused			Teacher	
Mendoza, Annela V	10	2301EN - 1	World Studies English	1					Field Trip			Office	
		3040FL - 1	French 3	3					Field Trip			Office	
		5651MA - 4	Geometry	4					Field Trip			Office	
		7540PA - 2	Fash, Fabric & Const	A					Field Trip			Office	
		7540PA - 2	Fash, Fabric & Const	5					Field Trip			Office	
		1855PE2 - 4	Women's Body Sculpting	6					Field Trip			Office	
		6610BS - 17	Biology	7					Field Trip			Office	
Zhang, John A	10	4503WH - 1	AP World History	6					Unexcused			Teacher	

2. To change the view click on the drop-down box down arrow in the **Attendance Date** field to change the date for which to view the **Morning Bulletin**.
3. At the **Show** prompt, the teacher may select **Only My Students** to view just their students or select **All Students** to view all.
4. At the **Building** prompt, select **All Buildings**, or select the building of the students to include.
5. At the **Sort Order** prompt, select from the drop down list to choose how the report should be listed.
6. Click the **Refresh Bulletin** button. The bulletin will display for the selected day and group of students.

## The Def Link in My Classes: Defining Categories and Assignments

The Def link on the Home Page opens the setup areas for the Gradebook. The screen will display the selected course information on the upper portion of the screen. On the lower portion of the screen are five tabs:

- **Categories:** Use this tab to select the categories to be used for assignments in this course. The district defines the categories available to be used in Gradebook, such as homework, quizzes, and exams.
- **Assignments:** Use this tab to add the assignments to be scored. Assignments are the specific assignments that the teacher is grading. Each assignment must be assigned to a category.
- **IPR Averages:** Use this tab to select the categories of assignments to be used to calculate the mark(s) to post to the student's IPR marks for the course.
- **Report Card Averages:** Use this tab to select the categories of assignments to be used to calculate the mark(s) to post to the student's RC marks for the course.
- **Attachments:** Not used in Arkansas.

Define Categories						
<div>My Classes   Scores   Copy</div>						
Building: 4553 - Dallenberg High School						
Course Information						
Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0204	1	Hon. World Cultures 3	Loomis, Paul	M1, M2, M3, M4	3	1, 2, 3, 4, 5
<div>Categories   Assignments   IPR Averages   Report Card Averages   Attachments</div>						
Calculate Average Using Total Points: <input checked="" type="checkbox"/>						
Default Scale: <input type="text"/>						
Include	Category	Drop Lowest	Marking Periods	Exclude Missing		
<input checked="" type="checkbox"/>	CW - Classwork	0	Default	Exclude missing scores from the average.		<a href="#">Edit</a>
<input checked="" type="checkbox"/>	FEXAM - Final Exam	0	Default	Exclude missing scores from the average.		<a href="#">Edit</a>
<input checked="" type="checkbox"/>	HW - Homework	0	Default	Exclude missing scores from the average.		<a href="#">Edit</a>
<input type="checkbox"/>	LAB - Lab					
<input checked="" type="checkbox"/>	MEXAM - Midterm Exam	0	Default	Exclude missing scores from the average.		<a href="#">Edit</a>



## Defining Categories

If a Gradebook Category Type Setup has been selected for a course, then those items defined by the administration become view only items within the teacher's gradebook. If left blank, the teacher will be able to set up Gradebook categories and marks for themselves.

One category must be associated with each assignment. Categories can be used when calculating overall Report Cards and IPR averages for the selected course.

There are two methods of calculating averages for a course:

- **Using Weights and Percentages:** Each category is assigned a weight. The student's overall average will be based upon the relative weights of each category. The weights are also displayed as a percentage. The weights do not need to add up to 100. Assignments are averaged within each category before computing the final average. For example, teachers would define the course to use Weights and Percentages if "Class Participation" is worth 10 percent of the student's report card grade. To use this option, leave the box "Calculate Average Using Total Points" unchecked.
- **Using Total Points:** When the overall average for a course is calculated using Total Points, the weight column will not be available for entry. The average posted to the mark slot will be the total points earned in the course divided by the total possible points for assignments. The Category designation is therefore informational only. If using this option, teachers cannot override the average for category tabs because marks are not calculated using category averages. To use this option, check the box marked "Calculate Average Using Total Points."

Regardless of which averaging option selected, teachers can define whether they wish to drop low scores (and how many) and how to handle missing assignment scores.

Categories | Assignments | IPR Averages | Report Card Averages | Attachments

Calculate Average Using Total Points: ☐

Include	Category	Weight	Drop Lowest	Weight in %	Drop Low in %	Percent	
<input type="checkbox"/>	CLS - Classwork						
<input checked="" type="checkbox"/>	EXH - Semester Exam	0.00	0	Default	Missing scores count as zero(0) in the average.	0.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	HWK - Homework	40.00	0	Default	Missing scores count as zero(0) in the average.	40.00 %	<a href="#">Edit</a>
<input type="checkbox"/>	LAB - Lab						
<input checked="" type="checkbox"/>	PAR - Participation	10.00	0	Default	Missing scores count as zero(0) in the average.	10.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	QZ - Quiz	<input type="text" value="10.00"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/> #13 <input checked="" type="checkbox"/> #14	Missing scores count as zero(0) in the average.	10.00 %	<a href="#">Save</a> <a href="#">Cancel</a>
<input checked="" type="checkbox"/>	QZ - Quiz	10.00	1	Default	Missing scores count as zero(0) in the average.	10.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	QZ - Quiz	10.00	1	M1,M2	Missing scores count as zero(0) in the average.	10.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	SP - Special Projects	20.00	0	Default	Missing scores count as zero(0) in the average.	20.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	TST - Test	20.00	1	Default	Missing scores count as zero(0) in the average.	20.00 %	<a href="#">Edit</a>

[My Classes](#) [Scores](#) [Copy](#)

## Defining Categories

1. From the Define Assignments page, click the Categories tab to view a list of the categories available.
2. Check the appropriate options below depending on how course averages should be calculated.
  - **Calculate Average Using Total Points:** Select whether to "Calculate Average Using Total Points." If checked, the Category Weight fields will not be used when the assignment is defined. If this box is not checked, averages will be calculated using weights and percentages.
  - **Calculation:** This option is used when the school does not use a Gradebook Scale. This determines whether averages for categories will be rounded or truncated when posting to Report Cards and Progress Reports. If the field does not display, averages are rounded.
  - **Default Scale:** When available, specify a default gradebook scale to be used when loading from Gradebook into Report Cards or Progress Reports. TAC uses this scale to translate the student's overall percentage average into a valid report cards mark. For example, if "ALPHA" scale is selected, and the student's Gradebook average is 98.85, the Load from Gradebook option could translate this to an A+. The system administrators specify the numeric thresholds for each mark. If no default scale is specified, numeric (percentage) averages will be loaded to Report Cards and Progress Reports.

Calculate Average Using Total Points: <input type="checkbox"/>		
Calculation:		Round <input type="button" value="v"/>
Default Scale:		<input type="button" value="v"/>
Category	Weight	Drop Lowest
ALPHA - Alpha Marks SPED1 - Special Education SPED2 - Special Education Pass/Fail ST - Standard		

3. Click the **Edit** link on the far right to update the category definitions as follows:
  - **Include:** A "green" checkmark will appear in this field for each category of assignments that have been defined for the selected course.
  - **Category:** The code and description of the category defined for the district, for example, HWK for Homework.
  - **Weight:** The weight of this category when calculating IPR and Report Cards marks that are based on category averages. The field will not display if "Calculate Average Using Total Points" is selected.
  - **Drop Lowest:** Determines whether a certain number of low scores by students are dropped. For example, if set to 2, the lowest two scores in this category for a student will be excluded from the calculation. The lowest score is determined as the lowest percentage score; not the lowest number. For example, if a student got 4 out of 5 on Homework A and 75 out of 100 on Homework B and the teacher drops only one score, the 75 out of 100 assignment would be dropped. Scores are not dropped until there is one more score than the number entered at the Drop Lowest field. The default of 0 means no scores are dropped.
  - **Marking Periods:** Allows teachers to specify the number of scores to drop on a per marking period basis. Leave Default if not specifying a different setup based on marking period.

- **Exclude Missing:** Determines whether missing scores should count as zero or be excluded from the average. A score is considered missing when no scores have been entered on or after the due date.
- **Percent:** The percent is automatically calculated based upon the relative weights of all categories selected. If four categories are selected, each with a weight of 1, the percent to be applied to the average calculation would be 25%. This field will not display if "Calculate Using Total Points" is selected."

4. Click **Save** on the far right side when done.

Include	Category	Weight	Drop lowest	Marking Periods	Exclude Missing	Percent	
<input type="checkbox"/>	CW - Classwork	10.00	0	M1,M2	Exclude missing scores from the average.	10.00 %	Save Cancel

## Defining Assignments

The **Assignments** tab is used to define the individual assignments to be scored in the selected course. Each assignment must have a due date and a category. Due dates must fall within the start and end date for the Marking Period selected at the top of the page. When the course is not averaged using Total Points, the category determines how the assignment score computes in the students' calculated averages for Report Cards and Interim Progress marks.

After defining categories and assignments for a course, teachers can copy defined assignments to other courses they teach.

**Define Assignments**

My Classes Scores Copy

Building: 16 - Building 16  
RC Run: 2  
Marking Period: M2 10/17/2011 - 12/16/2011

**Course Information**

Course	Section	Description	Priority	Start	End	Period	Days
210	1	US History	Mrs. Alua	M1, M2, M3, M4	3	M, T, W, R, F	

Categories: **Assignments** IPR Averages Report Card Averages Attachments

Edit All Assignments

This course does not have competencies defined

Date Assigned	Date Due	Category	Description	Extra Credit	Points	Weight	Edit	Delete
10/17/2011		Homework	Chapter 10	Not Extra Credit	100.00	1.00		
10/27/2011		Quiz	Chapter 10 Quiz	Not Extra Credit	10.00	1.00		
10/31/2011		Test	Chapter 10 Test	Not Extra Credit	100.00	1.00		

Homework   Not Extra Credit   1.00 ☐ ☐ Save

My Classes Scores Copy

## Defining Assignments

1. In the **Date Assigned** field, enter the date the assignment will be assigned to students (optional). The Date Assigned must be a date within the marking period selected at the top of the page.
2. In the **Date Due** field, enter the date the assignment is due.
  - The Date Due must be within the marking period date range. The Date Due is used to determine if scores should be included in averages.
  - If the Date Due is after the current date, the assignment is not included in the student's current averages.
  - If the Date Due is after the IPR date, that assignment is not included in the average for that IPR.
  - If the Date Due is before the current date and no score is entered for the student, the assignment is considered missing.
  - On the Category tab, teachers can specify whether averages for categories should exclude a missing assignment or should use a score of 0 (zero) for a missing assignment.
3. In the **Category** field, select the category for this assignment. Only those categories that have been selected on the Category tab will be available.

4. In the **Extra Credit** field, select whether this entire assignment applies as extra credit towards the student's average. Teachers can designate possible points for an extra credit assignment, but this value will not be used for averaging and is informational only.

Three options are available for extra credit assignments:

- **Add to Total Points:** The points earned for this assignment will be added to the numerator before averaging. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average would be 185/200 or a 92.5 percent.
- **Add to Average:** The extra points will be added after the average is calculated. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average without the extra credit would be 180/200 or 90 percent. With the 5 extra credit points, the average would be 95 percent.
- **Not Extra Credit:** The regular calculations apply. Teachers may award extra points for an assignment that is not an Extra Credit assignment when entering student scores.

#### Extra Credit Notes:

Do not define a category to store only extra credit assignments if using category weights to calculate averages. Teachers must have at least one regular assignment included in a category that includes extra credit assignments.

If an assignment allows a student to earn extra credit in addition to the possible score, select Not Extra Credit. For example, if a 10 point quiz has a 2 point extra credit question, then the assignment is not an extra credit assignment. When entering student scores, teachers can enter more points than the possible points for the assignment to indicate that extra credit points were earned.

Extra credit scores are only included in the student's average if they are not blank.

The possible points are not included in the denominator before averaging for a category or a mark.

Extra credit is never dropped as part of a Drop lowest score.

5. In the **Description** field, enter the description of the assignment.
- This description appears at the top of the **Scores** page when in the **Score** column for this assignment, and displays as a tool tip when hovering the mouse cursor over the heading for the assignment.
  - The description will also display in the Home Access Center if the item is published. **Click More...** if the teachers wants to add a detailed description of the assignment. This detail will also appear in HAC.
6. Information about the Rubrics/Competencies is not used in Arkansas at this time.
7. In the **Points** field, enter the total possible points for this assignment. This does not limit the points that can be entered as a score, so bonus points should not be included here. Because points are used in the formula for calculating averages, this should not be set to zero.
- If the assignment is extra credit, points will not be included in possible total points.

- Category averages are calculated based on points and weights. For example, if a student gets 7 points out of 10 on assignment 1 and 20 points out of 20 on assignment 2 and neither assignment is weighted, the student's average would be calculated as  $7 + 20 / 10 + 20 = 27/30$  which is 90%.
  - To calculate averages based on percentages for assignments, enter possible points and scores as percentages. For example, to indicate that a student got 75% for an assignment, teachers would define the assignment with possible points of 100 and a score of 75.
8. In the **Weight** field, enter the relative weight of this assignment when calculating the average. When averages are determined, the weight is multiplied against both the score and the total number of points. The average for a category is calculated as the  $[\text{sum of (each score X weight)}] / [\text{sum of (each total points X weight)}]$
  9. Check **Publish Item** if this assignment should be listed in HAC.
  10. Check **Publish Scores** if the score for this assignment should display in HAC.
  11. Click **Save**.

## Deleting an Assignment

1. Assignments can only be deleted if no scores have been entered against the assignment. Scores that still exist for students who have dropped the course will also prevent teachers from deleting an assignment.
2. Click **Delete** next to the assignment record to delete the assignment.

## Copying Categories and Assignments "To" a Course

Teachers can copy assignments from one course to multiple courses at the same time and may copy from first semester to second semester. To copy assignments from a previous year, see the section after copying Categories and Assignments From a Course. When the Date Due in the old course is not valid for the new course, the Copy utility will set the Date Due to be the first day of the marking period in the new course.

1. Click **Def** link for the course that already has assignments defined. The **Define Assignments** page displays.
2. Click **Copy** button.

Copy Categories and Assessments						
<div>Copy    My Classes    Assessments</div>						
Building: 330 - Training High School RC Run: 6						
Course Information						
Course	Section	Description	Primary/Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	John Doe	M4, M5, M6	1	M, T, W, R, F

3. In **Copy Direction** field, select **To Courses**.

Copy Options	
Copy Direction:	To Courses ▼
Copy Type:	Categories and Assessments ▼
Include Marking Periods:	<input checked="" type="checkbox"/> M1 <input type="checkbox"/> M2 <input type="checkbox"/> M3 <input type="checkbox"/> M4 <input type="checkbox"/> M5 <input checked="" type="checkbox"/> M6
Overwrite Categories: <input type="checkbox"/> Copy Course Attachments: <input type="checkbox"/> Copy Assessment Attachments: <input type="checkbox"/>	

4. In the **Copy Type** field, select the options to copy.
- **Categories and Assignments:** This option copies all the categories and assignments.
  - **Categories Only:** This option copies only categories, without copying assignments.
5. In the **Include Marking Periods** fields, check the marking period(s) from which to copy information.
6. Check **Overwrite Categories** if needing to overwrite existing category information for the course.
7. In the **To Courses** section, select the course(s) to "copy to" and select the appropriate marking period(s). Teachers can copy to more than one course at a time. Teachers may copy from first semester to second semester.

To Courses									
Include	Course	Periods	Days	M1 To	M2 To	M3 To	M4 To	M5 To	M6 To
<input type="checkbox"/>	1510A - 1 Chemistry - 51	1	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M3	<input checked="" type="radio"/> M1 <input type="radio"/> M3	<input type="radio"/> M1 <input type="radio"/> M3	<input type="radio"/> M1 <input type="radio"/> M3	<input type="radio"/> M1 <input type="radio"/> M3	<input type="radio"/> M1 <input type="radio"/> M3
<input type="checkbox"/>	1510B - 1 Chemistry - 52	1	M, T, W, R, F	<input type="radio"/> M4 <input type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M6
<input type="checkbox"/>	2421 - 1 Science 8th	3	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5
<input checked="" type="checkbox"/>	2421 - 2 Science 8th	4	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input type="radio"/> M3 <input type="radio"/> M5	<input type="radio"/> M1 <input checked="" type="radio"/> M3 <input type="radio"/> M5 <input checked="" type="radio"/> M6

8. In the **Categories and Assignments** section, click to select categories and assignments to copy. Use the All/None buttons to quickly select all assignments within a category.

Categories and Assessments									
Include All	Category	Description	Weight	Drop Lowest	Assessments				
<input checked="" type="checkbox"/>	ASSGN	Assignment	1.00	0	3				
	<input checked="" type="checkbox"/>	Include All	Assign Date	Due Date	Marking Period	Description	Points	Weight	
	<input checked="" type="checkbox"/>		05/01/2008	05/07/2008	M6	Chapter 1 questions	25	1.00	
	<input checked="" type="checkbox"/>		05/08/2008	05/14/2008	M6	Chapter 2 questions	25	1.00	
	<input checked="" type="checkbox"/>		05/15/2008	05/21/2008	M6	Chapter 3 questions	25	1.00	
<input checked="" type="checkbox"/>	EXAM	Exam	2.00	0	1				
	<input checked="" type="checkbox"/>	Include All	Assign Date	Due Date	Marking Period	Description	Points	Weight	
	<input checked="" type="checkbox"/>		05/20/2008	05/22/2008	M5	Exam Chpt 1,2,3	100	1.00	
<input checked="" type="checkbox"/>	PART	Participation	1.00	0	1				
	<input checked="" type="checkbox"/>	Include All	Assign Date	Due Date	Marking Period	Description	Points	Weight	
	<input checked="" type="checkbox"/>		05/01/2008	05/23/2008	M6	Classroom Participation	50	1.00	

Copy My Classes Assessments

9. Click **Copy**. A message will display indicating that assignments have been copied.

## Copying Categories and Assignments "From" a Course

- Click **Def** link for the new course. This course might already have some assignments defined, but the teacher may wish to copy new assignments from another course. The **Define Assignments** page displays.
- Click the **Copy** button.
- In **Copy Direction** field, select **From Course**.
- In the **Copy Type** field, select the options to copy.
  - Categories and Assignments:** This option copies all the categories and assignments.
  - Categories Only:** This option copies only categories, without copying assignments.
- In the **Include Marking Periods** fields, check the marking period(s) to copy.

Copy Options									
Copy Direction:	From Course								
Copy Type:	Categories and Assignments								
Previous School Year:	2009-2010 School Year								
Include Marking Periods:	<input checked="" type="checkbox"/> M3 <input type="checkbox"/> M4								
Overwrite Categories: <input type="checkbox"/> Copy Course Attachments: <input type="checkbox"/> Copy Assignment Attachments: <input type="checkbox"/> Copy Rubrics: <input type="checkbox"/>									
From Course									
Copy From	Course	Periods	Days	M3 From	M4 From				
<input checked="" type="radio"/>	0204 - 1 Hon. World Cultures 3	3	1, 2, 3, 4, 5	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4				

6. Check **Overwrite Categories** if overwriting existing category information for the course



7. In the **From Courses** section of the page, select the radio button for the course from which to copy categories and assignments.
8. In the **Marking Period** columns that are available for the course, select the radio button for the marking period(s) from which to copy information.
9. In the **Categories and Assessments** section of the page, check categories and assignments to copy. Use the All/None buttons to quickly select all assignments within a category.

Categories and Assessments								
Include All/None	Category	Description	Weight	Drop Lowest	Assessments			
<input type="checkbox"/>	ASSGN	Assignment	1.00	0	10			
Include All/None	Assign- date	Due Date	Marking Period	Description	Points	Weight		
<input type="checkbox"/>	04/29/2008	05/02/2008	M6	Chapter 1 questions	25	1.00		
<input type="checkbox"/>	05/06/2008	05/09/2008	M6	Chapter 3 questions	25	1.00		

10. Click **Copy**.

**Note:** If copying assignments from one marking period to another, the Date Due for the assignments must be edited.

## ***Copying Categories and Assignments from Last Year's Gradebook***

1. On **My Home** page, select the appropriate report card run for which to define Gradebook information.
2. Click **Def** link for the course to define. The **Define Assignments** page displays.
3. Click **Copy** button.
4. In **Copy Direction** field, select **From Course**.
5. In the **Copy Type** field, select the options to copy.
  - **Categories and Assignments:** to copy all the categories and assignments.
  - **Categories Only:** to copy the categories, without copying assignments. Use this option if the same assignments are not used for selected courses.
  - **Course Attachments Only:** Not Used in Arkansas.
6. In the **Previous School Year** field, select the year from which to copy the Gradebook. This option will only display if assignments are defined in a previous year.
7. In the **Include Marking Periods** fields, check the marking periods to copy information.
8. To overwrite existing category information for the course, check **Overwrite Categories**.
9. In the **From Courses** section of the page, select the radio button for the course from which to copy categories and assignments.
10. In the **Marking Period** columns that are available for the course, select the radio button for the marking period(s) from which to copy information. If the courses meet for the same marking periods, teachers will most likely select the same marking period as the marking period being copied. But, if a section of a course meets marking periods 1 and 2 and the teacher wants to copy to a section that meets marking periods 3 and 4, they might copy from marking period 1 to marking period 3.
11. In the **Categories and Assignments** section of the page, select the categories and assignments to copy by entering a check for the ones to copy.
  - To copy all categories, click **All** in the header row at the top of the list of Categories and Assignments.
  - To copy a category and all of its assignments, click **All** in the header that displays below the row of the category to copy.
12. Click **Copy**.

**Note:** If copying assignments, the Date Due for the assignments must be edited. The Copy sets the Date Due for all assignments to the date of the first day of the school year.

## Defining IPR and Report Card Averages

The **IPR Averages** and **Report Card Averages** tabs allow teachers to view or change the categories to be included when loading student marks on the IPR or Report Card Entry pages.

A common example is when teachers want to include Exam marks in the Gradebook at the end of a course, and then also load those Exam marks into the Report Card. These Exam marks may need to be separated from the mark that is loaded on the Interim Progress Reports entry page. Teachers must define IPR Averages if there is a possibility that the Date Due of the Exam assignment is prior to the IPR date. Otherwise, the Exam assignment scores will be averaged into the IPR mark.

The category definitions which appear on the screen(s) are based upon the default category definitions previously created for the course. A teacher can choose to:

- Select the categories to be included in the calculation for the IPR or Report Card mark.
- Override the definition of a category for the selected marking period.

### The Define IPR Averages Tab

The **Define IPR Averages** tab has two sections. The top portion displays the course information for the selected course.

Define IPR Averages						
<div>My Classes Scores Copy</div>						
Building: 330 - Training High School						
Course Information						
Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	John Doe	M4, M5, M6	1	M, T, W, R, F
<div> <div>nts</div> <div>IPR Averages Report Card Averages Attachments</div> </div>						
Current View Mark Type Override Calculation						
<div> <div>⊕</div> <div>IPR - Interim Progress</div> <div><input type="checkbox"/></div> <div>Round</div> <div>▼</div> </div>						

The bottom portion of the screen displays the default category definitions included for the course for the Mark Type of "IPR".

Mark Type: IPR					
Include	Category	Weight	Drop Lowest	Exclude Missing	Percent
✓	ASSGN - Assignment	1.00	0	Exclude missing scores from the average.	25.00 %
✓	CLWRK - Classwork	1.00	0	Exclude missing scores from the average.	25.00 %
✓	EXAM - Exam	1.00	0	Exclude missing scores from the average.	25.00 %
✓	LAB - Lab	1.00	1	Exclude missing scores from the average.	25.00 %

## Overriding the Categories Included on an IPR

1. Select the **IPR Averages** tab from the **Define Assignments** page.
2. Check the **Override** box next to the mark type if wanting to:
  - Select the categories to include in the average for that mark type
  - Change the weights for the categories to be averaged
  - Change the number of scores to drop
  - Specify how missing scores should be handled
3. **Include:** Check to include the category in the average for the selected mark type.
4. Select the category to change and click **Edit** on the right side. Modify the fields as follows:
  - **Weight:** Enter the relative weight of the category to use when calculating the average for the mark. If "Calculate Using Total Points" was selected when creating the category definition, the Weight field will not display.
  - **Drop Lowest:** Enter the number of grades to drop when calculating the average for the mark.
  - **Exclude Missing:** Teachers can select whether they wish to exclude missing scores from the average calculation – or – missing scores should count as zero in the average calculation.
  - **Percent:** The "Percent" that the category represents in the average for the mark will automatically display in this field after the record is saved. If "Calculate Using Total Points" was selected when creating the category definition, the Percent field will not display.

Mark Type: IPR						
Include	Category	Weight	Drop Lowest	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	ASSGN - Assignment	1.00	0	Exclude missing scores from the average.	33.33 %	<a href="#">Edit</a>
<input type="checkbox"/>	CLWRK - Classwork					
<input checked="" type="checkbox"/>	EXAM - Exam	2.00	0	Exclude missing scores from the average.	66.67 %	<a href="#">Edit</a>
<input type="checkbox"/>	LAB - Lab					

5. After each category has been modified, as desired, click **Save** on the right side.

## Defining Report Card Averages Page

The **IPR Averages** and **Report Card Averages** tabs allow teachers to view or change the categories to be included when loading student marks on the IPR or Report Card Entry pages.

A common example is when teachers want to include Exam marks in the Gradebook and then also load those Exam marks into the Report Card. These Exam marks typically need to be separated from the Marking Period grade that prints on Report Cards. Teachers must define Report Card Averages to ensure that the Exam assignment scores are not included in the Marking Period grade in Report Cards.

The category definitions which appear on the screen(s) are based upon the default category definitions previously created for the course. A teacher can choose to:

- Select the categories to be included in the calculation for the IPR or Report Card mark.
- Override the definition of a category for the selected marking period.

Mark Types may be averaged based on Gradebook scores or based on existing Report Cards marks. The district controls how the marks are averaged. For example, Marking Period marks are typically calculated based off Gradebook assignments, but a Semester or Final mark is often the average of multiple marking period and exam marks, and usually includes information from prior marking periods.

If the school calculates Semester or Final marks based off of existing Report Cards marks, the administrator may restrict ability to override the weights assigned to each marking period or exam mark included in that calculation.

The **Define Report Card Averages** page has two sections. The top portion displays the course information for the selected course.

If necessary, change the **Marking Period** to reflect the marking period in which the mark types will be issued. For example, to modify categories included in the Final Exam mark, select the last marking period for the course.

Define Report Card Averages						
<div>My Classes   Scores   Copy</div>						
<b>Building:</b> 4553 - Dallenberg High School <b>RC Run:</b> 4 <b>Marking Period:</b> M4 03/29/2010 - 06/11/2010						
Course Information						
Course	Section	Description	Primary/Staff	Marking Periods	Periods	Days
0204	1	Hon. World Cultures 3	Loomis, Paul	M1, M2, M3, M4	3	1, 2, 3, 4, 5

The bottom portion of the screen displays the category or categories included in the average for the selected mark type. The Mark Types that display will depend on the Marking Period selected and how the district has defined the marking periods.

Categories	Assignments	IPR Averages	<b>Report Card Averages</b>	Attachments
------------	-------------	--------------	-----------------------------	-------------

<b>Current View</b>	<b>Mark Type</b>	<b>Override</b>	<b>Calculation</b>
<input checked="" type="radio"/>	EXM - Exam	<input checked="" type="checkbox"/>	Round
<input type="radio"/>	MP - Marking Period	<input type="checkbox"/>	Round

**Marking Period: M2      Mark Type: EXM**

Include	Category	Weight	Drop Lowest	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	EXM - Semester Exam	100.00	0	Exclude missing scores from the average.		100.00 % <a href="#">Edit</a>
<input type="checkbox"/>	HWK - Homework					
<input type="checkbox"/>	PAR - Participation					
<input type="checkbox"/>	QZ - Quiz					
<input type="checkbox"/>	SP - Special Projects					
<input type="checkbox"/>	TST - Test					

[My Classes](#)   [Scores](#)   [Copy](#)

## Overriding Report Cards Marks That Are Based On Gradebook Scores

1. Select the **Report Card Averages** tab from the **Define Assignments** page.
2. Set the **Current View** to the mark type that needs to be modified, for example, Exam or Marking Period.
3. Check **Override** if needing to:
  - Select the categories to include in the selected mark type
  - Change the weights for the categories to be averaged for the mark for the selected marking period
  - Change the number of scores to drop for the selected marking period
  - Specify how missing scores should be handled for the selected marking period
4. **Include:** Check each category that should be included in the average for the selected mark.

**Note:** Teachers may need to repeat this step for additional mark types. For example, if updating the Exam mark to only include the EXM category, teachers probably need to update the 9WK mark to include all categories except the EXM category. Use the All/None buttons to quickly select or deselect all categories.

5. If needing to override the category information that was originally defined on the Categories tab, click **Edit** on the right side. This would only be necessary if one marking period is calculated differently from the others. Teachers can modify the fields as follows:
  - **Weight:** Enter the relative weight of the category to use when calculating the average for the mark. If "Calculate Using Total Points" was selected when creating the category definition, the Weight field will not display.
  - **Drop Lowest:** Enter the number of grades to drop when calculating the average for the mark.
  - **Exclude Missing:** Teachers can select whether they wish to exclude missing scores from the average calculation – or – missing scores should count as zero in the average calculation.
  - **Percent:** The "Percent" that the category represents in the average for the mark will automatically display in this field after the record is saved. This value may be the same as the value entered in Weight. If "Calculate Using Total Points" was selected when creating the category definition, the Percent field will not display.
6. After each category has been modified, as desired, click **Save**.

<input type="checkbox"/>	EXAM - Exam	<input type="text" value="2"/>	<input type="text" value="0"/>	Exclude missing scores from the average.	<input type="text" value="50.00 %"/>	<a href="#">Save</a> <a href="#">Cancel</a>
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## Overriding Report Card Marks that Use an Average Setup

This option may be disabled based on the school's administrative setups.

1. Select the **Report Card Averages** tab from the **Define Assignments** page.
2. Change the **Marking Period**, if necessary.
3. Set the **Current View** to the mark type that needs to be modified, for example, Semester or Final.
4. Check **Override** to change the relative weights of each Report Cards mark included in the calculation.
5. Click the **Override** link to the right of each mark that needs to be changed.
6. Change the relative weight of the mark and click the **Save** link to the right.
7. Click the **Edit** or **Restore** links to change or undo existing override settings for this marking period.

		FIN - FINAL GRADE	<input checked="" type="checkbox"/>	Round	<input type="text"/>
<b>Marking Period: M4      Mark Type: FIN</b>					
Use	Mark Type/Average ID	Marking Period	Weight		
Mark Type	MP - Marking Period	M1 - Marking Period 1	2	<a href="#">Edit</a> <a href="#">Restore</a>	
Mark Type	MP - Marking Period	M2 - Marking Period 2	<input type="text" value="1"/>	<a href="#">Save</a> <a href="#">Cancel</a>	
Mark Type	MP - Marking Period	M3 - Marking Period 3	1	<a href="#">Override</a>	
Mark Type	FE - Final Exam	M4 - Marking Period 4	1	<a href="#">Override</a>	
Mark Type	MP - Marking Period	M4 - Marking Period 4	1	<a href="#">Override</a>	

## Scoring Assignments

The Scores page is used to enter scores for the assignments for students. Folder tabs on the top left display assignments by category. The **All** tab displays all the assignments for the select marking period. The All tab may not appear based upon their building configuration or the preferences set in Teacher Preferences. Folder tabs on the top right limit the display to the assignments included in each mark type (IPR and Report Cards).

### Student Score Information

The right side of the page has columns for each assignment for this class, in order by Date Due. The points possible are included in the heading. The class average for an assignment appears at the bottom of the page. The format of a score column is used to indicate the following:

- **Yellow Background:** The score is invalid. Valid scores are numbers between -999.99 and 999.99 or a valid alphabetical score as defined by the administration.
- **Pink Background:** The score is dropped (excluded) from the average for the tab. This is based on setups for each Category selected for the course on the Define Categories page.
- **Blue Background:** The score entered is greater than the possible score for the assignment. This value may be valid if students can earn extra credit for the assignment.
- **Red Text:** The student has a score, and a comment has been entered for this assignment for the student. The comment displays at the bottom of the page when teachers click in the score field.
- **Green Background:** The student's average can be manually overridden within the Gradebook when a specific category or mark type is selected. Overrides would typically only be performed at the end of a grading period, immediately prior to loading marks into IPR or Report Cards.

Course: 4504WH-1 World Studies Period: 1																			
Click Here for Library System																			
<a href="#">My Classes</a> <a href="#">Assignments</a> <a href="#">Printable</a> <a href="#">Student Detail</a> <a href="#">Missing Scores</a> <a href="#">Assignment Averages</a> <a href="#">Student Aliases</a> <a href="#">Default Grade</a> <a href="#">Comment</a> <a href="#">Averages</a> <a href="#">Score Threshold</a>																			
Selected Mark Type: Term Grade										Marking Period: T2 08/24/2009 - 12/18/2009					Show Withdrawn Students: None				
Assignment Description: Jolly Classmates										Show Only Selected Row: <input type="checkbox"/>									
BLOCK CLWRK HMWK PART PRJCT TEST VOCAB WRITE All										MID (9/16)		MID (10/14)		MID (11/11)		EOC			
Student ID	Student Name	Notes	Grading Scale	RC Value	Student Average	9/25 BLOCK P-10.00	8/31 HMWK P-10.00	9/3 HMWK P-10.00	9/9 VOCAB P-10.00	9/9 HMWK P-20.00	9/11 VOCAB P-20.00	9/23 VOCAB P-10.00	9/23 VOCAB P-20.00	9/28 PART P-50					
73208	Braun, Sarah H		S - Main	F	57.91	10.00	10.00	10.00	0.00	18.00	9.00	0.00	13.00						
46633	Brown, Brandon John		S - Main	F	48.97			NHI	10.00	12.00	19.50	0.00	13.50						
67023	Campo, Paula		S - Main	A-	89.50	5.00	10.00	10.00	10.00	20.00	19.50	10.00	18.00						
54805	Gill, Alex Colin		S - Main	B+	88.43		15.00	10.00	10.00	19.00	19.00	10.00	19.00						
54053	Haines, Grata Ann		S - Main	B	84.10	30.00	10.00	10.00	0.00	17.00	15.00	10.00	16.00						
54200	Harrington, Suzanne M		S - Main	B	84.82		15.00	10.00	10.00	20.00	19.00	0.00	16.00						
55058	Hawk, Celine Nicole		S - Main	B-	79.64	5.00	10.00	10.00	10.00	17.00	20.00	10.00	17.50						
55534	Hoffmeister, Alex Paul		S - Main	B-	79.57	15.00	10.00	5.00	10.00	16.00	13.00	10.00	17.00	20.00					
Class Average					78.11%	11.67	12.00	9.27	6.67	17.70	15.93	6.67	16.60	20.00					
Incorrect					Dropped	Exceeded	Comments	Adjusted	Comment: Note: Deducted 5 points for turning the assignment in late.										

Teachers can scroll to the right or down the list of students as needed. To view a single student, click any score on that student's row, then click the Show Only Selected Row checkbox.



## Gradebook Scores Buttons

The following buttons appear on the Gradebook Scores page for scheduled courses:



**My Classes:** Goes to the My Home page.

**Assignments:** Goes to the Define Assignments page. Teachers can view, modify, or add assignments and update selected information for categories or averages.

**Printable:** Displays a printable version of the class list, student assignments, and scores, with options to hide or display other information. An option to export to an Excel or .csv file is available here.

**Student Detail:** Generates a detailed report for each student in .pdf format. This report can be run for a selected student, and can be emailed to students and parents to indicate detailed progress in the course.

**Missing Scores:** Displays a report of students who have missing scores, grouped by student or assignment.

**Assignment Averages:** Generates a graph of each student's assignment scores compared to the class average. This can also be run for a selected student.

**Student Aliases:** Displays the Student Alias Entry page so teachers can enter alias names and order numbers for students to be used on reports.

**Default Grade:** Enters a default score for all students who do not have a score for the selected assignment.

**Comment:** Displays a pop-up where teachers can select a comment code, if available, and/or enter a free-text comment for the selected assignment for a student.

**Averages:** Displays the current average for each student for mark types that are calculated based on Average Setups when loading marks from Gradebook. For example, teachers could view the current semester average if the semester mark is calculated as the average of the marking period marks for marking period 1 and marking period 2.

- If selecting this option in a marking period for which the course does not receive a mark that is calculated by the Load from Gradebook based on the average of other marks, no average will display.
- This option is designed to provide the ability to see the average that will be posted for these marks when clicking Load from Gradebook on the Enter Report Cards page.

**Score Threshold:** Generates a list of students who have exceeded or fallen below a threshold for an assignment, category, or mark. Teachers can run this report to compare the student's score or percentage to a threshold for a selected assignment or to compare the student's percentage average to a threshold for the tab displayed.

## Entering Gradebook Scores

1. On **My Home** page, select the report card run to enter scores for. Teachers may also change marking periods from the Gradebook Scores page.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. In the **Show Withdrawn Students** selection box, select how withdrawn students are listed. Select from the following options:
  - **None:** to not display withdrawn students
  - **Alphabetically:** to display withdrawn students sorted in alphabetical order within the list of active students
  - **Grouped:** to display withdrawn students grouped at the bottom of the list of students in the class

<b>Show Withdrawn Students:</b>		None
<b>Show Only</b>		None
		Alphabetically
		Grouped
IPR (5/28)	IPR (6/1)	

4. If the score the teacher wants to enter is defined for a category that is not included on the default tab that is displayed, click on the tab that is wanted to display.

<b>Selected Category:</b> All	<b>Marking Period:</b> T2 08/24/2009 - 12/18/2009
<b>Assignment Description:</b> Vocab Quiz 6	
BLOCK   CLWRK   HMWK   PART   PRJCT   TEST   VOCAB   WRITE   <b>All</b>	

5. To enter a score for a student, click in an assignment column and enter a score. By placing the mouse on the score field, a pop-up window will appear with the valid score choices. Depending on district's policies, letter scores may be configured. For example, in the sample below an "E" has been selected to indicate that the student has been excused from this assignment.

Student Id	Student Name	Notes	Grading Scale	Student Average	5/9 ASSGN Pts:25	5/16 ASSGN Pts:25	5/23 ASSGN Pts:25	5/30 ASSGN Pts:25	5/4 ASSGN Pts:20	6/6 ASSGN Pts:25
102392	Bentley, Jackie Lynn		SPED2 - Special Education Pass/Fail	92.00 %		19.00	E	25.00		

6. When teachers click or <Tab> to the next field or click on a button on the page, the change is automatically saved and the Student Average is adjusted.

Student Name	Notes	Grading Scale	Student Average	5/2 ASSGN Pts:25	5/9 ASSGN Pts:25	5/16 ASSGN Pts:25
Atawater, Robert Joseph			94.66	24.00	24.00	23.00

## Entering a Gradebook Comment for a Student's Score

1. Click the **Score** link for the course to enter scores for. The Gradebook Scored Items page displays.
2. Click on the score for the student to enter a comment for.

Student Id	Student Name	Notes	Grading Scale	Student Average	5/23 ASSIGN Pts:25	5/30 ASSIGN Pts:25
102382	Bentley, Jackie Lynn		SPED 2 - Special Education Pass/Fail	99.00	E	25.00

3. Click **Comment**.

Teachers can select from a list of codes defined by the administrator, type their own comment, or both.

- If the Comment field displays, teachers can select a pre-defined comment code.
- In the Notes field, enter a free text comment (up to 255 characters).
- The Publish field determines whether the comment is visible to students and guardians in Home Access Center.

**Student Score Comments - Webpage Dialog**

10/1 - 20th Century Presentations

Student Id: 54200  
 Student Name: Harrington, Suzanne M  
 Comment: 3 - Turned in late  
 Notes: 2 days late  
 Publish: ☒

Save Cancel Spell Check

4. To spell check the text entered, click **Spell Check**. Use the UltimateSpell options to make changes as needed. When the spell check has completed, click **OK** to keep the changes and display the Student Score Comment pop-up window.

## Adding a Note to a Student Associated with the Course

1. If desired, teachers can enter a note for a student. Click the Notes icon next to the student's record to open the **Student Notes Entry** page. If **Publish** is checked, the notes will be viewable in Home Access Center.

55534      Hoffmeister, Alex Paul            S - Main 

2. Click **Save**.

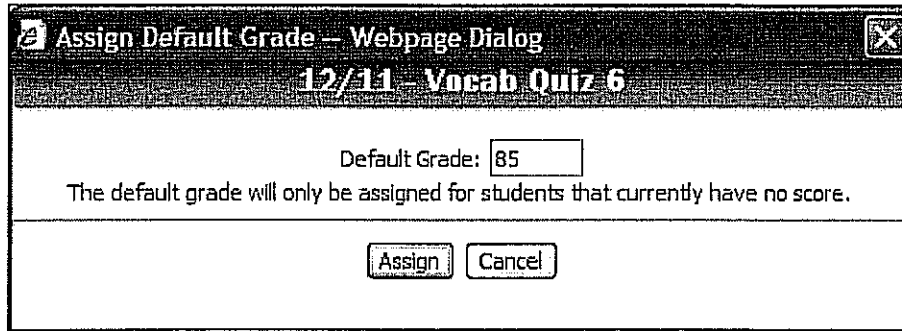
Student Notes Entry - Hoffmeister, Alex			
<a href="#">Scores</a>			
<b>Competency Group Information</b>			
Competency Group	Description	Staff Name	
<b>Contact Information</b>			
Contact Name	Contact Type	Language	
Christine Hoffmeister	Guardian	Unknown	
Ed Hoffmeister	Guardian	Unknown	
Terri Moyer	Guardian	Unknown	
<b>Notes</b>			
Date	Comment	Publish	
12/2/2009	Please review vocabulary at home	<input checked="" type="checkbox"/>	<a href="#">Save</a> <a href="#">Cancel</a>
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>			
<a href="#">Spell Check</a>			

## Assigning a Default Grade

1. If teachers want to enter the same score for all students who do not have a score for the assignment, click next to any student in that assignment column, and then click **Default Grade**.

**Note:** There is no "Undo" or mass clear option. Confirm that the correct assignment has been selected.

2. On the **Assign Default Grade** pop-up window, enter the score to load.



**Assign Default Grade – Webpage Dialog**

**12/11 – Vocab Quiz 6**

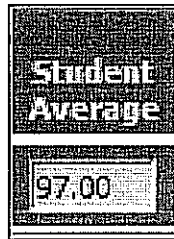
Default Grade:

The default grade will only be assigned for students that currently have no score.

3. Click Assign.

## Overriding a Student Average

1. Click the appropriate folder tab, typically a mark slot tab for IPR or Report Cards, for the average to override. If the district does not allow teachers to override Gradebook overages, this option will not be available. Overrides would typically only be performed at the end of a grading period, immediately prior to loading marks into IPR or Report Cards.



2. Modify the student average. Adjusted averages will be highlighted in green.

**Note:** If teachers have selected to calculate the average using Total Points, they cannot override the average for categories.

## Viewing a Student's Report Card or IPR Mark

1. If the district uses Gradebook Scales, select the Gradebook Scale that applies for that particular student.
2. If desired, select the Report Card or IPR Mark Type folder tab from the top right.
3. The projected Report Card or IPR mark displays in the RC Value column based on the selected Gradebook Scale. If no scale is selected, the numeric value of the mark will display.

Student ID	Student Name	Notes	Grading Scale	RC Value	Student Average	10/23 TEST P-75.00	10/28 VOCAB P-10.00	10/29 WRITE P-60.00
73208	Braun, Sarah N		S - Main	D	63.67		10.00	47.00
46633	Brown, Brandon John		PF - PF	F	56.46	43.00	10.00	50.00
67023	Campo, Paula			80.63	80.63	62.00	10.00	57.00

## Troubleshooting Student Averages

If the student's average displays unexpected results, check the following.

- If using Categories to calculate the average (not Total Points), does the Category have a weight defined on the Define Categories page?
- Is the Due Date for one of the assignments in the future? Scores for future assignments are not included in the average.
- Is the assignment defined as an Extra Credit assignment?
- If using Categories to calculate the average, is there at least one Regular assignment in the category with the Extra Credit assignment?
- Is there an override defined for this marking period in any of the categories included in the mark type on the Report Card Averages tab or the IPR Averages tab?

## Alpha Scores

When a student does not get a score for an assignment and the due date for the assignment has passed, the assignment is considered to be a missing assignment. When defining the categories to use and specify how IPR and/or Report Card averages should be calculated, teachers can select whether a missing assignment should count as if the student got a 0 (zero) or if the assignment should be excluded from the average.

If there are situations where teachers want to be able to indicate that the student does not need to have a score, they can enter an alpha score for the assignment. The district defines the available alpha scores. When hovering the mouse cursor over a score, the valid alpha scores display.

The district can define alpha scores to:

- Exclude an assignment from the student's average. For example, the district may define a code of "EX" to indicate that a score is "excused" or "exempt" for the student and will be excluded from the student's average.
- Indicate that the student earned a specific percentage of the possible points. For example, the district may define an alpha score of "A" to indicate that a student got 100% of the possible points.

Administrators must tell teachers the numeric equivalent that is defined for each alpha score and whether an alpha score is excluded from the average.

Student ID	Student Name	Notes	Grading Scale	RC Value	Student Average	1/22 PRO P:45.00	1/27 HW P:10.00	2/17 HW P:10.00	2/24 TEST P:70.00	3/2 HW P:10.00	3/16 TEST P:48.00
130059	Archer, Joshua		PE - New O,S,U	S	90.00 %	O	O	O	Exc	O	O
130003	Barnes, Matthew Richard		PE - New O,S,U	S	57.14 %	S	S	S	S	Abs	S
130010	Blake, Michael S		PE - New O,S,U		0.00 %	U	U	U	U	U	U
130130	Burch, Megan		PE - New O,S,U	S	62.55 %	O	O	S	S	U	U
003079	Curry, Marie Jeanette		PE - New O,S,U	S	73.33 %	O	O	O	S	S	S

## Notes on Alpha Scores

Be very careful when using alpha scores. In general, teachers should not mix alpha scores and regular numeric scores for the same assignment.

Use the following numeric equivalents for the alpha scores in the example above:

O = 80% of the possible points for the assignment

S = 60% of the possible points for the assignment

U = 0% of the possible points for the assignment

In the example above, if the student receives an O for a Homework assignment that has 10 possible points, a score of O is the same as giving the student a numeric score of 8.

If the student receives an S for a Project assignment with 45 possible points, that is the same as giving the student a numeric score of 27.

The Gradebook Scale selected for the students in this example has a minimum threshold of 90% or above for a Report Cards mark of O. Gradebook Scales are defined separately from alpha scores. In this example, the administrator might need to reconsider what the numeric equivalent of the alpha scores should be.

## Generating Gradebook Reports

**Student Detail Report:** The Student Detail report lists the assignments by due date.

- For each assignment, the report lists total points, student score, class average, and description. Additionally, the report prints totals by categories and includes a signature line.
- For class averages, all scores are included, even if the Drop Lowest is set. If a score is blank, the Exclude Missing Scores option on the Categories page determines whether it counts as zero or is excluded from the average.

**Gradebook Missing Scores:** The Gradebook Missing Scores report lists any students with missing scores for a course. It includes the due date, short description, points, and weight of the missing assignment.

**Assignment Averages Report:** The Assignment Averages report displays a graphical representation of the average score or percentage for assignments.

- Teachers can use this report to compare the class averages to a student's averages to see how a student is progressing in relation to the rest of the class.
- Teachers can graph assignment averages as a bar chart or a line graph. They can also select to display a 3D version of each graph.
- The graph displays 15 assignments per page. Below the graph, there is a list of the assignments included, the student's scores (if running for an individual student), and the class average for the assignment.

**Score Threshold Report:** The Score Threshold report allows teachers to find a list of students who are performing poorly or performing above average based on a specified threshold. The report lists the student ID, name, and score or percentage for students who meet the threshold criteria select.

- Teachers can choose how to evaluate the threshold. They can select to return students who have a value that is less than, less than or equal to, greater than, or greater than or equal to a specified threshold value.
- Teachers can generate a list of students based on an assignment score; assignment percentage; or category tab percentage.



## Running the Student Detail Report

1. On **My Home** page, select the report card run (marking period) for which to run reports.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.

**Notes:** When printing the report for a specific category or mark, click the tab for the category or mark. Only assignments included in the selected category or mark will be included on the Student Detail report.

For class averages, all scores are included, even if the "Drop Lowest" is set.

If a score is excluded based on the "Drop Lowest" setting, the score will appear with a line drawn through it.

If a score is blank, the Exclude Missing Scores option on the Categories page determines whether it counts as zero or is excluded from the average.

3. When running the report for one student, click on the row for the student and click on the **Show Only Selected Row** box to limit the report to display only the student selected to print. Or, leave unchecked to generate for all students.
4. Click **Student Detail**.
5. On the **Student Detail Report Options** pop-up box, specify the information to include on the report.
  - **Header Text:** text to print in the Header Text field. Leave this field blank if header information is to be added. The text appears centered at the top of the report.
  - **Included Categories:** select option to print all categories for the selected tab or to select the categories to print.
  - **Sections to Display:** select the sections to include in the report. Teachers can print the assignments section only, the student averages section only, or both the assignments and student averages sections.
  - **Display Standard Assignments Message:** check to include the text "These are your assignments from [start date of marking period] to [current date, IPR date, or end date of marking period], and the scores you earned for each. If your records differ, please see me privately as soon as possible."
  - **Show Class Averages:** check to print the class average for every assignment.
  - **Display Alpha Marks:** check to show the alpha marks for averages. Alpha marks display only if the building is set up to issue alpha marks for report cards.
  - **Show Student Notes:** check to print the student notes entered with a check in the Publish checkbox.
  - **Show Signature Line:** check to print a parent signature line at the bottom of the report.
  - **Include Prior MP Summary:** check to include the scoring summary from previous marking periods.
6. Click **Run**. The report will open. Teachers can then view, print, or save to their computer. Additionally, the .pdf file is saved automatically to the report directory and can be accessed from the My Home page.

## Sample Student Detail Report

Hillman High School

## Student Detail Report

6/24/2010

Adkins, Ian J

Course: AP World History

Marking Period: T3

Teacher: Campbell, Dawn

Period: 6

These are your assignments from 1/4/2010 to 6/24/2010, and the scores you earned for each. If your records differ, please see me privately as soon as possible.

Assignment	Due Date	Category	Score	Asmt Weight	Weighted Score	Class Average	Total Points	Weighted Total Points	Percent
History of China	2/3	Classwork	93.00	1.00	93.00	91.44	100	100	93.00%
Essay on Silk Road	2/8	Homework	20.00	1.00	20.00	18.25	20	20	100.00%
Confucianism Worksheet	2/11	Homework	—	1.00	0.00	14.94	15	15	0.00%
South Asian Religions Review	2/17	Homework	9.00	1.00	9.00	9.88	10	10	90.00%
East Asia Map	2/19	Homework	15.00	1.00	15.00	17.13	20	20	75.00%
Middle East Geography Test	3/3	Test	26.00	1.00	26.00	28.44	30	30	86.67%
Elements of Culture Group Activity	3/10	Classwork	13.00	1.00	13.00	13.60	15	15	86.67%

Category	Student's Points	Maximum Points	Percent	Category Weight	Category Points	Grade	Dropped Asmts	Excluded Asmts
Classwork	106.00	115.00	92.17%	1.00	0.92173	A-	0	0
Homework	29.00	30.00	96.66%	1.00	0.96666	A	1	1
Test	26.00	30.00	86.66%	2.00	1.73333	B+	0	0
Totals				4.00	3.62172		1	1

Student's overall average is: 3.62172 / 4.00 = 90.54 % (Grade: A- )

## Running the Gradebook Missing Scores Report

1. On **My Home** page, select the report card run (marking period) for which to run reports.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. Click **Missing Scores**.
4. On the **Missing Scores Reports Options** pop-up box, specify how to run the report.

- **No Page Break:** check to remove page breaks if desired.

**Note:** If teachers want to give each student in their course a printed report of missing scores, enter a page break between each student.

- **Group By:** Select how information should be grouped on the report. The options are: Student (to list all the assignments missed by a student grouped together) or Assignment (to list all the students missing an assignment grouped together).
  - **Show Withdrawn Students:** Displays the selection from the Gradebook Scores page. To change this setting, click Cancel and change the selection on the Gradebook Scores page.
  - **Selected Assignment Only:** Check to print the missing scores for only the assignment selected on the Gradebook Scores page. To print all assignments, do not check this checkbox.
5. Click **Run**. The report will open. Teachers can then view, print, or save to their computer. Additionally, the .pdf file is saved automatically to the report directory and can be accessed from the My Home page.

### Sample Missing Scores Report

Hillman High School	<b>Missing Assignments</b>	6/24/2010
<b>Course:</b> AP World History	<b>Marking Period:</b> T3	
<b>Teacher:</b> Campbell, Dawn	<b>Period:</b> 6	
<b>Confucianism Worksheet</b>		
<b>Assign Date:</b>	<b>Points:</b> 15.00	
<b>Due Date:</b> 2/11/2010	<b>Weight:</b> 1.00	
Student		
Adkins, Ian J		
Dietz, Claudia Ann		

## Running the Assignment Averages Report

1. On **My Home** page, select the report card run (marking period) for which to run reports.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. To print the report for a specific category or mark, click the tab for the category or mark. Only assignments included in the selected category or mark will be included on the Assignment Averages report.
4. To run the report for one student, click on the row for the student.
5. Click **Assignment Averages**.
6. On the **Assignment Average Report Options** pop-up box, specify the information to include on the report.
  - **Selected Student Only:** Check to include the student's average as well as the class average. If unchecking this checkbox, only the class average will be included on the graph.
  - **Values Basis:** Select whether to graph the points or percentage for each score.
  - **Chart Type:** Select the type of graph to use to analyze assignment averages. Teachers can select to display the graph as a bar chart, line graph, 3D bar chart, or 3D line graph.
  - **Class Average Color:** Select the color in which to display the class averages.
  - **Student Score Color:** Select the color in which to display the student's averages. Teachers can only access this field if they checked the Selected Students Only checkbox.
  - **Start Date:** Enter the Date Due for the first assignment to graph. The first day of the marking period defaults.
  - **End Date:** Enter the Date Due for the last assignment to graph. If a category tab was selected, the All tab, or a report card mark tab, the last date of the marking period defaults. If an IPR tab was selected, the IPR date defaults.
7. Click **Run**. The report will open. Teachers can then view, print, or save to their computer. Additionally, the .pdf file is saved automatically to the report directory and can be accessed from the My Home page.

## Sample Assignment Averages Report

Hillman High School

## Assignment Averages

6/24/2010

Course: 4503WH-1

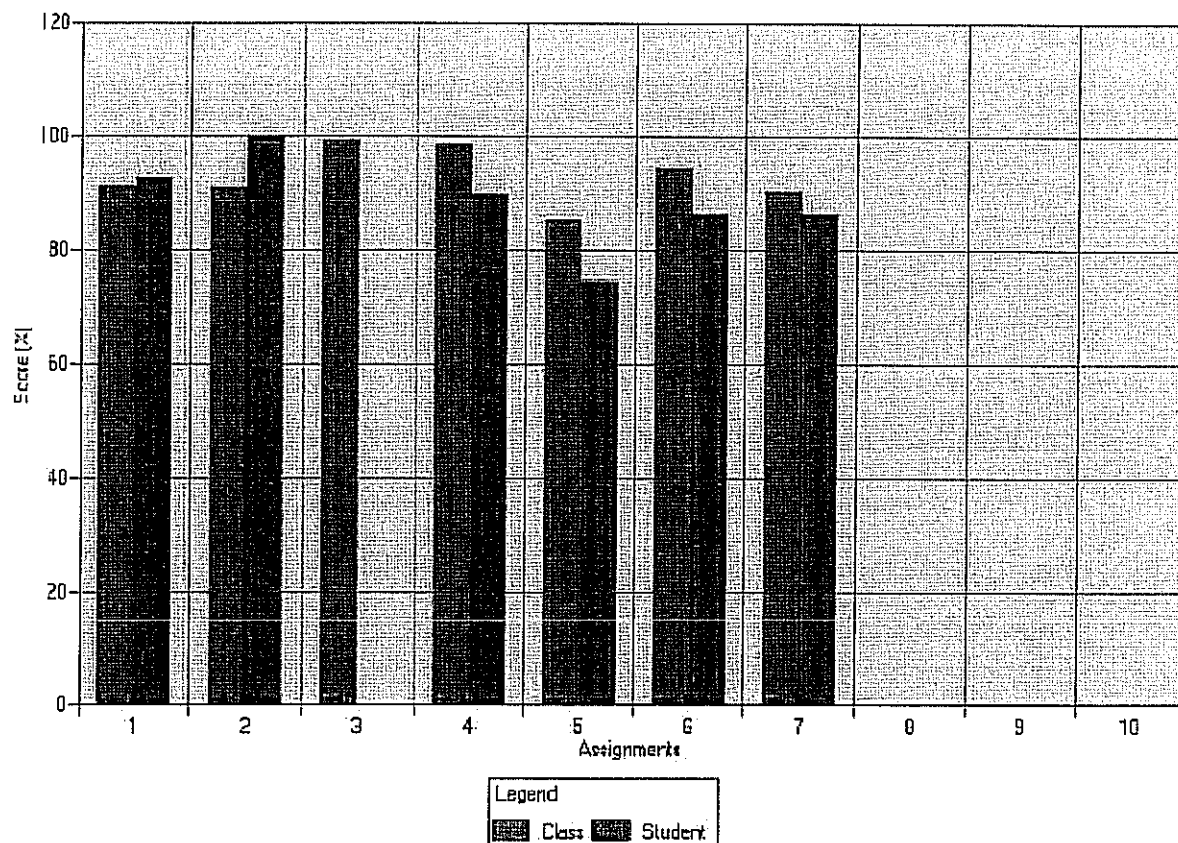
Marking Period: T3

Description: AP World History

Teacher: Campbell, Dawn

Student: 84421 - Ian J Adkins

Dates: 1/4/2010 - 6/24/2010



#	Due Date	Category	Description	Student Score	Points	Class Average
1	2/3/2010	Classwork	History of China	93.00	100.00	91.44
2	2/8/2010	Homework	Essay on Silk Road	100.00	20.00	91.25
3	2/11/2010	Homework	Confucianism Worksheet		15.00	99.57
4	2/17/2010	Homework	South Asian Religions Review	90.00	10.00	98.79
5	2/19/2010	Homework	East Asia Map	75.00	20.00	85.63
6	3/3/2010	Test	Middle East Geography Test	86.67	30.00	94.81
7	3/10/2010	Classwork	Elements of Culture Group Activity	86.67	15.00	90.67

## Running the Score Threshold Report

1. On **My Home** page, select the report card run (marking period) for which to run the report.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. To print the report for a specific category or mark, click the tab for the category or mark.
4. To run the report for a selected assignment, click on the assignment score for any student.
5. Click **Score Threshold**.
6. On the **Score Threshold Report Options** pop-up box, specify the information to include on the report.
  - **Run For:** Select whether to compare the threshold to the selected assignment or to the tab average.
  - **Score Threshold:** Select the operator to use to compare the threshold. Then specify the threshold value and indicate whether the threshold should be compared to the score or percentage. If running for the tab average, percentage can only be selected.
  - **Start Date:** If running for the tab average, enter the Date Due of the first assignment to include. The first date of the marking period defaults.
  - **End Date:** If running for the tab average, enter the Date Due of the last assignment to include. If the category tab was selected, the All tab, or a report card mark tap, the last date of the marking period defaults. If the IPR tab was selected, the IPR date defaults.
  - **Show Withdrawn:** Displays the option selected on the Gradebook Scores page. To change this setting, click Cancel and change the Show Withdrawn Students option selected on the Gradebook Scores page.
7. Click **Run**. The report will open. Teachers can then view, print, or save to their computer. Additionally, the .pdf file is saved automatically to the report directory and can be accessed from the My Home page.

### Sample Score Threshold Report

Hillman High School		Score Threshold		6/24/2010
<b>Course:</b>	World Studies	<b>Marking Period:</b>	T3	
<b>Teacher:</b>	Jaindl, Mark	<b>Period:</b>	1	
<b>Assignment:</b>	Chapter 14 Review Questions	<b>Threshold:</b>	< 80%	
Student ID	Name	Percent		
73208	Braun, Sarah	76.00		
67023	Campo, Paula	76.00		
54805	Gill, Alex	74.00		
54200	Harrington, Suzanne	72.00		
54230	Janachek, Lynn	58.00		
55251	Logan, Ken	66.00		

## Entering Interim Progress Grades

Use the **Enter Interim Progress** page to add grades, attendance, or comment information for the selected IPR Run Date. Information entered on this page will print on the student's IPR card.

Interim Progress Report (IPR) Run Dates are pre-defined by the administration.

Enter Interim Progress									
Save		My Classes		Show Notes		Spell Check		Load From Gradebook	
IPR Run Date:		<input checked="" type="radio"/> Existing IPR Run Dates <input type="radio"/> New Individual IPR							
		4/21/2010						Show Course	
<b>4504WH-1 World Studies Date: 4/21/2010</b>									
Building:	1050 - Hillman High School	Primary Staff:	Jaindl, Mark	Marking Periods:	T2,T3	Period:	1	Days:	A,B
Student Name	Mark	CM1	CM2	EF	CD	Absences			
	MID					AB	TDY		
Braun, Sarah N	B+	C01	C11						
Brown, Brandon John	B+	C12	C11						
Campo, Paula	C+	C07					1		
Gill, Alex Colin	F	C15							

The **Enter Interim Progress** page displays the class list and columns for grades, comments, or attendance information for the students. The list of students is sorted in alphabetical order. Students who are enrolled on the selected IPR date display.

If scores have been entered for Gradebook assignments, teachers can load IPR marks from the Score Assignments page. The marks that get loaded for a student are based on the average of the student's assignment scores.

### Posting Grades to IPR

1. On the Score Assignments page, enter all scores that should be included when calculating the IPR mark.
2. Run the **Missing Scores** report for the class to verify that there are no scores missing for students that should be entered.

**Note:** The Exclude Missing Scores option on the Categories page controls whether all missing scores count as zero when calculating the average. If the school has defined alpha scores, alpha scores may be used for an individual student instead. Administrators must tell the teachers the numeric equivalent of the alpha score and whether marks are excluded from the calculation.

3. If desired, run the **Student Detail Report** for the class. This report includes a signature line for students/guardians to sign.
4. From the **My Classes** page, select the appropriate **IPR Date** from the right side.

My Classes				
View:	Current MP	Attendance Date:	4/14/2010	RC Run: 3 IPR Date: 04/21/2010

5. Click the **IPR** link from **My Classes** page for the selected class. The Enter Interim Progress page will display.

**Note:** Teachers can select or change an IPR Run Date from the Enter Interim Progress page by selecting Existing IPR Run Dates and choosing a date from the IPR Run Date drop-down box.

6. Click **Load from Gradebook**. Teachers must have entered scores for at least one assignment for this button to appear.

The averages from the Score Assignments page will be posted to the student's IPR mark slot. The student's percentage average will be translated to a valid mark if using a Gradebook Scale. Teachers can override the categories to be included in the IPR average from the IPR Average tab on the Assignments page.







Enter Interim Progress				
Save	My Classes	Show Notes	Spell Checker	Load From Gradebook

7. Enter incomplete marks, medical marks, or audits. Teachers may also override student marks as necessary. However, it is recommended that teachers override student marks on **Score Assignments** page instead by changing the average on the tab for the IPR date. If the mark is changed on the Enter Interim Progress page, and Load from Gradebook is clicked again, the change made there will not be retained. The mark will be updated to match the IPR average from the Score Assignments page.
8. In the **Comments** columns, use the drop down selection box to highlight a comment and click **OK**.

Code	Description
4C	Conduct needs improvement
4E	Effort needs improvement
5C	Unsatisfactory conduct
5E	Unsatisfactory effort
C01	Pleasure to have in class
C02	Keep up the good work
C03	All work completed
C04	Showing improvement

9. The **Absences** column will display the attendance totals for the designated absence slot. The ability to edit attendance total fields is based upon district policy. If the district opts to transfer class information to interim progress reports, the attendance totals will reflect the total absences for the marking period up to the IPR date selected.
10. To enter free text notes for a student, click **Show Notes**. Enter information in the **Notes** field.



Student Name	Marks	Comments				Absences	
	MID	CM1	CM2	EF	CDT	AB	IDY
Braun, Sarah N	B+ 	C01 	C11 				
		<b>Notes:</b> Sarah contributes well to class activities. 					

11. When IPR Marks and Comments entry has been completed, click Save. Clicking Save "submits" the marks to the eSchoolPlus Mark Reporting application.
12. A green checkmark will appear next to the IPR link in the My Classes page next to the selected class.

### ***Entering an Individual IPR***

The New Individual IPR option should be used sparingly. Since it is not possible to print an IPR from within TAC, teachers will need to notify an administrator that a student has an IPR waiting to be printed for a date other than the school's standard IPR date.

## Entering Grades into Report Cards

The **Enter Report Cards** page is used to add grades, attendance, or comment information for a class. Information entered on this page will print on the student's report card for the run/marketing period.

The Report Card (RC) Run will default to the current marking period. The district may have specific policies with regard to modifying previous marking periods after grades have been submitted.

Displayed on the Enter Report Cards page is a class list and columns for credit, grades, comments, or attendance information for the students. The list of students is sorted in alphabetical order. Information for the students enrolled during the current marking period displays.

If scores have been entered for Gradebook assignments, teachers can load Report Cards marks from the Score Assignments page. The marks that get loaded for a student are either based on the average of the student's assignment scores (for example, a Quarter mark) or based on an Average Setup defined by the school (for example, a Semester or Final mark.) Teachers can also display a summary of current and prior report card marks and absence information for the class by clicking Summary.

To generate Report Cards for one or more students in .pdf format, click Print Report Cards.

Enter Report Cards																
Save		My Classes		Load From Gradebook		Summary		Print Report Cards								
RC Run: <input type="text" value="3"/>																
4503WH-1 AP World History Run: 3 (Marking Period T3)																
Building: 1050 - Hillman High School Primary Staff: Campbell, Dawn Marking Periods: T2, T3 Period: 6 Days: A, B																
By Report Card By Competencies																
Student	Credit	Grade			Index			Comments				Absences				
		A	B	Ovr	A	B	Ovr	CM1	CM2	CM3	CM4	AS TO	KIDAB	TOTAL		
Acton, Lora E	0.0000	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	2	0
Adkins, Jan J	0.0000	A-	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	B+	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A-	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	10	0
Babayan, Paige Charlotte	0.0000	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	3	0
Brang, Tonya A	0.0000	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	0	0
Choi, Hilary T	0.0000	B+	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	B	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	B+	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	1	0
Cumberland, Sam K	0.0000	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	4	0
Dann, Rachel Elizabeth A	0.0000	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	A	<input type="text" value="3"/>	Ovr: <input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	4	0

## Posting Grades to Report Cards

1. On the Score Assignments page, enter all scores that should be included when calculating report card marks.
2. Run the **Missing Scores** report for the class to verify that there are no scores missing for students that should be entered.

**Note:** The Exclude Missing Scores option on the Categories page controls whether all missing scores count as zero when calculating the average. If the school has defined alpha scores, alpha scores may be used for an individual student instead. Administrators must tell the teachers the numeric equivalent of the alpha score and whether marks are excluded from the calculation.

3. If desired, run the **Student Detail Report** for the class. This report includes a signature line for students/guardians to sign.

4. Click the **RC** link from **My Classes** page for the selected class. The **Enter Report Cards** page will display.
5. At Semester, **IF** the semester exam is not set as a Category, the semester exam grades should be entered at this time. This, also, includes any exempt marks, such as, EX.
6. Click **Load from Gradebook**. Teachers must have entered scores for at least one assignment for this button to appear.
7. If the school policy requires teachers to enter earned credit for students, a credit field will display. Typically, this column will not display. Building administrators usually run an Assign Credit calculation that awards earned credit based on the marks issued students. In some schools, teachers need to manually enter earned credit for courses, for example, alternative education programs.

**Note:** Confirm with administrators whether earned credit entered here is for the entire course, or if the credit is specific to the mark entered in TAC.

8. Enter incomplete marks, medical marks, or audits. Teachers may also override student marks as necessary.
9. In the **Comments** columns, use the drop down selection box to highlight a comment and click **OK**.
10. The **Absences** column will display the attendance totals for the designated absence slot. A Teachers ability to edit attendance total fields is based upon district policy.
11. When RC Marks and Comment entry has been completed, click **Save**. Clicking **Save** "submits" the marks to the eSchoolPlus Mark Reporting application. The RC link will display with a green checkmark when grades have been submitted.

## Adjusting RC Averages

1. Review the marks that posted to RC for the student. Teachers can hold their mouse over the student's mark slot to view the "Raw Gradebook Value" that was saved in the system when Load from Gradebook is clicked.
2. To change the mark that was loaded, click in the box and type in the new mark, or use the table help box. If changing the mark here, a checkmark is flagged in the **Ovr** box. If the Load from Gradebook button is clicked again, this value will not change.


SEMEX	
91	↓ Ovr: <input checked="" type="checkbox"/>

SEMEX	
91	↓ Ovr: <input checked="" type="checkbox"/> !

3. Click the **Ovr** link to enter a comment about why the mark was changed (optional.) A red exclamation point displays to the right of the Override checkbox if a comment has been saved.

**Mark Override Reason -- Webpage Dialog**

**Course 4503WH - 1 AP World History, T2, SEMEX**

**Student ID:** 54020  
**Student Name:** Acton, Lara E  
**Reason:**   Administrative Override  
**Notes:**

- Remember to click Save again if needing to resubmit grade changes to the office prior to the close of the marking period.

## Viewing the Teacher Access Report Card Summary

1. Click Summary to display the Teacher Access Report Card Summary for the class.

Teacher Access Report Card Summary																
Print		Report Card Entry				Show Numeric Scores										
Run: 2 (Marking Period T2)																
Building				Primary Staff				Marking Periods				Period		Days		
1050 - Hillman High School				Campbell, Dawn				T2, T3				6		A, B		
Student Id	Student Name	Course	Grade	Marks									Absences			
				T2			T3			T2		T3		Year-To-Date		
				T	SEMEX	SM	T	SEMEX	SM	ABS	ID	ABS	ID	YTDAB	YTDID	
54020	Acton, Lara E	4503WH-1	10	A-	A-	A-	A	A	A	2	0			2	0	
84421	Adkins, Ian J	4503WH-1	10	D-	C+	D	A-	B+	A-	18	0			18	0	
78912	Babayan, Paige Charlotte	4503WH-1	10	C	B-	C	A	A	A	3	0			3	0	
57729	Bragg, Tonya	4503WH-1	10	B-	B	B-	A	A	A	0	0			0	0	
54211	Brayton, Misty	4503WH-1	10	C-		D+				0	0			0	0	
54282	Choi, Hilary T	4503WH-1	10	A-	B+	A-	B+	B	B+	1	0			1	0	
54701	Cumberland, Sam K	4503WH-1	10	C	C+	C	A	A	A	4	0			4	0	
84975	Dean, Rachel Elizabeth	4503WH-1	10	C-	C	C-	A	A	A	4	0			4	0	

2. To display the Raw Gradebook Values that were stored when Load from Gradebook was originally clicked, click **Show Numeric Scores**.

**Note:** If teachers changed student marks, the override flag does not display here, and the original Raw Gradebook Value still displays here. When trying to verify the calculation of a semester or final mark that is based on Report Cards marks, and one of the student's marks was overridden, the system administrator must tell the teacher the numeric equivalent for the mark entered. For example, if a student's first marking period grade was overrode to be a value of B, but the original Raw Gradebook Value from the Score Assignments page was 79.125, the system might use a numeric value of 83 for the B when calculating the Final mark.

Teacher Access Report Card Summary

Print

Report Card Entry

Hide Numeric Scores

Run: 2 (Marking Period T2)

Building  
1050 - Hillman High School

Primary Staff  
Campbell, Dawn

Marking Periods  
T2, T3

Period  
6

Days  
A, B

Student ID	Student Name	Course	Grade	Marks						Absences					
				T2			T3			T2		T3		Year-To-Date	
				T	SEMDX	SM	T	SEMDX	SM	ABS	TD	ABS	TD	YTDAB	YTDID
54020	Acton, Lara E	4503WH-1	10	A- (90.02)	A- (91.00)	A- (90.11)	A (97.24)	A (96.00)	A (97.11)	2	0			2	0
84421	Adkins, Ian J	4503WH-1	10	D- (61.04)	C+ (77.00)	D (62.63)	A- (90.54)	B+ (88.00)	A- (90.27)	18	0			18	0
78912	Babayan, Paige Charlotte	4503WH-1	10	C (73.94)	B- (80.00)	C (74.54)	A (98.91)	A (97.00)	A (98.71)	3	0			3	0
57729	Bragg, Tonya	4503WH-1	10	B- (80.84)	B (85.00)	B- (81.25)	A (97.14)	A (95.00)	A (96.92)	0	0			0	0
54211	Brayton, Misty	4503WH-1	10	C- (63.30)		D+ (63.57)				0	0			0	0
54282	Choi, Hilary T	4503WH-1	10	A- (93.17)	B+ (89.00)	A- (92.75)	B+ (87.97)	B (85.00)	B+ (87.65)	1	0			1	0
54701	Cumberland, Sam K	4503WH-1	10	C (73.11)	C+ (79.00)	C (73.69)	A (97.03)	A (94.00)	A (96.71)	4	0			4	0
84975	Dean, Rachel Elizabeth	4503WH-1	10	C- (71.53)	C (75.00)	C- (71.87)	A (97.08)	A (98.00)	A (97.17)	4	0			4	0

3. To print the report, click **Print**.
4. To return to the **Report Card Entry** page, click **Report Card Entry**.

## Entering Course Recommendations

Use the **Enter Course Recommendations** page to select courses that would be recommended for the student to take next year based on the student's progress in a course. Guidance counselors can review course recommendations when scheduling for the upcoming year. Guidance staff can also create course requests for selected recommendations. Teachers can use the Priority field to prioritize recommendations for consideration.

The number of recommendations that can be made per student is determined by the building administrator. The designated limit appears at the top of the page. Additionally, teachers may be limited to entering recommendations for courses that are offered by the same department they are teaching.

1. To access the Enter Course Recommendations page, click the Rec link for a course on the My Home page. Teachers can only enter recommendations for classes for which they enter grades.
2. The Enter Course Recommendations page lists the students in a teacher's course and includes fields to enter course recommendation information. The list of students is sorted in alphabetical order by student name and includes students who have dropped the course.

**Note:** Teachers are entering course recommendations for courses for the student's next building. The courses available for a student may be different if the student will attend a different building next year.

3. To save changes, click **Save**.

Enter Course Recommendations					
		<input type="button" value="Save"/>		<input type="button" value="My Classes"/>	
<b>4503WH-1 AP World History</b>					
Building:	1050 - Hillman High School	Primary Staff:	Campbell, Dawn	Marking Periods:	T2, T3
Maximum Recommendations per Student: 2		Period:	6	Days:	A, B
Student	Next Year Bldg	Course	Description	Priority	Delete
Acton, Lara E	RBHS	4706SS1	AP US Government/Politics	1	<input type="checkbox"/>
		4301GV	Government	2	<input type="checkbox"/>
					<input type="checkbox"/>
Adkins, Jan J		4301GV	Government	1	<input type="checkbox"/>
					<input type="checkbox"/>
Babayan, Paige Charlotte					<input type="checkbox"/>
Bragg, Tonya					<input type="checkbox"/>

## E-Mailing Students and Guardians

Use the **Teacher E-Mail** page to send an email to all students and/or guardians of students that a teacher teaches. Teachers can email an individual, a set of individuals, an entire class, or all classes. They can also attach files to the email.

The district may have set up Teacher Access Center to send the email from a generic account. If the email is sent from a generic email address, the district may have selected to have a statement automatically added to email text to indicate that parents and students should not reply to the email.

### ***Sending E-Mail***

1. Select **Email Students/Guardians** from the menu.
2. Select whether to send the email to students, guardians, or both students and guardians in the **Send To** field. This field determines who can be selected to email for a class. For example, if sending an email to students, the list of individuals for a class will include only students.
3. Select the individual(s) to email.
  - To email all individuals for all classes, click **All** button in the header row.
  - To email all individuals for specific classes, click the checkbox for the course to enter a check.
  - To email selected individuals, expand the folder for the course to display a list of the individuals for the course. Click the checkbox for the individuals to email.

**Note:** Teachers cannot select a student or guardian who does not have an email address stored in eSchoolPLUS.

Teacher E-Mail						
<input type="button" value="Send"/> <input type="button" value="My Classes"/>						
Send To: <span>Students and Guardians</span> ▼						
Teacher: teacher1 - John Doe (john.doe@usa.k12.us)						
Select	Course-Section	Description	Scheduling	Marking Periods	Cycle Days	
<input type="checkbox"/> <input type="checkbox"/>	1510A - 1	Chemistry - S1	1	M1, M2, M3	M, T, W, R, F	
<input type="checkbox"/> <input checked="" type="checkbox"/>	1510B - 1	Chemistry - S2	1	M4, M5, M6	M, T, W, R, F	

4. Enter the subject for the email in the **Subject** field.
5. To send the email with a priority of Low or High, select a different priority from the priority field. Some email systems display an indicator to let recipients know that an email has a high or low priority.
6. In the Format field, select **Text** to send email in plain text or HTML to send email in HTML format.

**Note:** HTML format is not supported by all email clients. Formatting in an HTML email may not be displayed for all recipients of the email.

7. Enter the text for the email in the field below the **Subject** field. If HTML format is selected, teachers can click the **HTML** tab in the bottom left corner of the editor to display and edit HTML code.

Subject: Homework Assignment Priority: Normal Format: HTML

Normal Verdana 2 (10 pt)

Type your email message here.

8. To add an attachment, click **Attach a File** link at the bottom left of the page. Then, click **Browse** button to find the file on the computer. Once the file is selected, click **Attach** link to attach the file to the email.
9. Click **Send** button to send the email to the selected individuals.

**Note:** Teachers may not be able to use this page if they do not have an email address stored in the staff record. Depending on how the district has set up TAC, the teacher email feature may require that an email address be stored in the staff record.

10. A copy of the email is sent to the teacher's email address and also to **My Reports**.



## Classroom Issues, Class Issue Mass Entry, and Conduct Referrals

Teacher Access Center (TAC) allows teachers to enter behavioral issues that occur inside and outside the classroom as either classroom issues or conduct referrals. Classroom issues are usually more routine issues, such as missing homework or talking in class, whereas conduct referrals are issues that require the attention of disciplinarians, counselors, and others concerned with student behavior. In either case, teachers can refer these issues to eSchoolPLUS for review and further action.

Classroom Issues and Conduct Referrals are accessed from the left side menu of the My Home page.

**eSchoolPlus+ Teacher Access Center**

My Home

Current Weather Page Web Mail Link Google Search

**My Classes**

View: All Attendance Date: 9/11/2009 RC Run: 1 IPR Date:

Period	Course	Description	Room	Cycles	Mapping Reports	Actions								
Building: 2 - Building 2 - Staff: Ms. Cardona														
HRM	N/A	Primary Homeroom	112			List	Att	All	P	Plc	-	-	-	-
1	511 - 1	French 1	115	M, T, W, R, F	M1, M2, M3, M4	List	-	-	-	Def	Score	-	RC	Comp
2	521 - 1	German 1	116	M, T, W, R, F	M1, M2, M3, M4	List	-	-	-	Def	Score	-	RC	Comp
3	522 - 1	German 2	116	M, T, W, R, F	M1, M2, M3, M4	List	-	-	-	Def	Score	-	RC	Comp
5	825 - 1	Art History	103	M, T, W, R, F	M1, M2, M3, M4	List	-	-	-	Def	Score	-	RC	Comp
5	523 - 1	German 3	116	M, T, W, R, F	M1, M2, M3, M4	List	-	-	-	Def	Score	-	RC	Comp
7	722 - 1	CAD 1	103	M, T, W, R, F	M3, M4	List	-	-	-	-	-	-	-	Comp

### Processing Conduct-Related Issues in TAC

- Classroom Issues** apply to more routine issues tied to a course, homeroom, or activity, from missing homework and class participation to student behavioral concerns, such as talking or sleeping in class. Since these can usually be handled within the classroom environment, teachers can use TAC to enter and track issues for specific students, including any corrective actions they took. Teachers also have the option to refer more serious classroom issues to students' assigned disciplinarians, who can then administer them as conduct referrals in eSchoolPLUS.
- Conduct Referrals** relate to issues that require the attention of disciplinarians, whether they occur in or outside the classroom. Using TAC's Conduct Referrals option, a teacher can record an issue, identify the students, detail their involvement, and refer the issue to a disciplinarian in eSchoolPLUS. After creating a referral, a teacher can no longer change the issue, unless the disciplinarian returns it.

## Classroom Issues

Use the Classroom Issues page to track issues that occur in the classroom.

1. Enter actions taken to address the issue by going to **Classroom Issues** on the **My Home** page.
2. If none of the measures taken have corrected the issue, and the teacher decides to refer the student to a school disciplinarian, click **Refer Student**.
3. Within eSchoolPLUS, the disciplinarian reviews the selected issues and may then either return a comment to the teacher with suggestions, escalate the issue information to create a Discipline incident in eSchoolPLUS, or mark the issue as Resolved the issue was addressed without a Discipline incident.
4. Enter actions taken to address the issue by going to **Classroom Issues** on the **My Home** page.

Classroom Issue																																					
<div> <div>My Classes</div> <div>Save</div> <div>Ust</div> <div>Refer Student</div> </div>																																					
<div> <div>Teacher: Cardona, Mercedes (ID:0215HIC)</div> <div>Date*: 9/2/2009</div> <div>View*: French 1 (511 - 1) Per 1 M1, M2, M3, M4</div> <div>Student*: Moore, Ryan David</div> <div>ID: 20020 Birth Date: 12/30/1992 Age: 17 Phone: Home: (610)791-8325 Counselor: Herda, Brian Disciplinarian: Christopher, Robert</div> <div>Type*: ID Badge</div> <div>Location: Classroom</div> <div>Issue is Resolved: <input type="checkbox"/> Teacher considers this issue to be resolved</div> <div>Notes*: Ryan is not wearing his ID badge.</div> <div>Spell Check</div> <div>Status: Assigned</div> </div>																																					
<div> <div>Teacher Action(s)</div> <div>New Delete</div> <table border="1"> <thead> <tr> <th>Date</th> <th>Corrective Action</th> <th>Action Date(s)</th> <th>Time</th> <th>Completed?</th> <th>Parent(s) Contacted?</th> <th>Delete</th> </tr> <tr> <th></th> <th></th> <th>From To</th> <th>From To</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>09/02/2009</td> <td>Request stay after class</td> <td>09/02/2009 09/02/2009</td> <td>2:15 PM 2:30 PM</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="7"> <div>Notes: Student conference.</div> <div>Spell Check</div> </td> </tr> </tbody> </table> </div>										Date	Corrective Action	Action Date(s)	Time	Completed?	Parent(s) Contacted?	Delete			From To	From To				09/02/2009	Request stay after class	09/02/2009 09/02/2009	2:15 PM 2:30 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div>Notes: Student conference.</div> <div>Spell Check</div>						
Date	Corrective Action	Action Date(s)	Time	Completed?	Parent(s) Contacted?	Delete																															
		From To	From To																																		
09/02/2009	Request stay after class	09/02/2009 09/02/2009	2:15 PM 2:30 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
<div>Notes: Student conference.</div> <div>Spell Check</div>																																					
<div> <div>Related Issues</div> <div>Choose From Existing</div> <div>No Related Issues found</div> </div>																																					
<div> <div>My Classes</div> <div>Save</div> <div>Ust</div> <div>Refer Student</div> </div>																																					

**Field Descriptions:** (\*Asterisk notes a required field)

### Classroom Issue Section

**Teacher:** Name and ID number for the staff member logged in to TAC.

**Date\*:** Enter the date of the issue. Defaults to today's date.

**View\*:** From the drop-down, select the course, homeroom or activity in which the classroom issue occurred. Be sure to select an actual course or room, and not a group heading such as --COURSES--.

**Student\*:** Select the student. When a student is selected, the student's birthdate, age, home phone number, counselor, and disciplinarian display.

**Type\*:** Select a type for the issue.

**Location:** Select a location where the issue occurred.

**Issue is Resolved:** Check this box if/when the issue is resolved. The status of the issue will be set to Completed if the box is checked. If the teacher referred the issue, and the administrator/disciplinarian escalated the issue to an eSchoolPLUS Discipline Incident (Incident Created), the box will be checked.

**Notes\*:** Enter text describing the issue. To spell check the text entered, click Spell Check. Use the UltimateSpell options to make changes as needed. When the spell check is completed, click OK.

**Status:** Indicates the overall status of the issue. When adding a new issue, the status will not display. Possible codes:

- **Recorded:** The issue has been saved (without any actions.)
- **Assigned:** At least one action has been assigned to this issue.
- **Referred:** The teacher referred the issue to a disciplinarian (administrator).
- **Returned:** The disciplinarian returned the referral and may have offered a suggestion to help address the issue.
- **Completed (by Teacher):** The teacher selected to indicate that the issue was resolved, so no further action is needed.
- **No Infraction (Closed by Administrator):** The administrator designated the issue is closed and no infraction was found.
- **Incident Created:** The disciplinarian created an eSchoolPLUS Discipline Incident for the issue that was referred.

### Teacher Action(s) Section

**Date:** The date the corrective action was entered.

**Corrective Action:** Select the action to assign to the student.

**Action Date(s) From/To:** The date that the action will start/end for the student.

**Time From / To:** (Optional) The time that the action starts / ends. Enter time in 24 hour format.

**Completed?:** Check this box if the student completed the assigned action.

**Parent(s) Contacted?:** Check this box if the teacher contacted the parents to inform them about this action.

**Notes:** Free text notes to record for this action. The administrators will be able to see these notes if the teacher refers the student. To spell check the text entered, click Spell Check. Use the UltimateSpell options to make changes as needed. When the spell check is completed, click OK.

## Classroom Issues Procedures:

Use the Classroom Issues page to track issues that occur in the classroom.

1. Enter actions taken to address the issue by going to **Classroom Issues** on the **My Home** page.

**Classroom Issue**

My Classes
Save
List
Refer Student

**Teacher:** Cardona, Marsha (ID:70215MC)

**Date:** 9/2/2009

**View:** French 1 (511 - 3) Per 1 M1, M2, M3, M4

**Student:** Moore, Ryan David ID: 20020 Birth Date: 12/30/1992 Age: 17 Phone: Home: (610)791-8325 Counselor: Herda, Brian Disciplinarian: Christopher, Robert

**Type:** ID Badge

**Location:** Classroom

**Issue is Resolved:** ☐ Teacher considers this issue to be resolved

**Notes:** Ryan is not wearing his ID badge.

Spell Check

**Status:** Assigned

**Teacher Action(s)**

New Delete

Date	Corrective Action	Action Date(s)		Time		Completed?	Parent(s) Contacted?	Delete
		From	To	From	To			
09/02/2009	Request stay after class	09/02/2009	09/02/2009	2:15 PM	2:30 PM	✓	□	□

**Notes:** Student conference.

Spell Check

**Related Issues**

Choose from Existing

No Related Issues found

2. Today's date defaults in the **Date** field. If different, enter date.
3. Select Course, homeroom, or activity in which the classroom issue occurred. Be sure to select an actual course or room, and not a group heading such as --COURSES--.
4. In the **Student** drop-down box, select the student.
5. Select the **Type** for the issue. This Types are defined by the district.
6. (Optional) Select the **Location** from the drop-down box to indicate where the issue occurred.
7. **Issue is Resolved** checkbox is checked if the teachers considers the issue to be resolved.
8. In the **Notes** area, enter text describing the issue. Spell Check is available.
9. In the Teacher Action(s) area of the Classroom Issues screen, enter the date the corrective action was entered.
10. In the **Action Date(s) From** and **To** fields, enter the date that the action starts and ends.
11. (Optional) Enter the time that the actions starts and ends in the **Time From/To** field. Enter in 24 hour format.
12. **Completed?** is checked when the student completes the assigned action.
13. Check the **Parent(s) Contacted?** checkbox if parents were contacted about this action.
14. Document anything to record for this action in the Notes field. Administrators will be able to see these notes if the teacher refers the student to the disciplinarian. Spell Check is available.

## Related Issues

At the bottom of the Classroom Issues page, there is a section called **Related Issues** where a teacher can attach issues that are similar to the current issue for a student.

**Classroom Issue**

My Classes
Save
List
Refer Student

**Classroom Issue**

Teacher: Cardone, Marsha (ID:70215MC)

Date: 9/2/2009

View: French 1 (511 - 1) Per 1 M1, M2, M3, M4

Student: Moore, Ryan David

Type: ID Badge

Location: Classroom

Issue is Resolved: ☐ Teacher considers this issue to be resolved

Notes: Ryan is not wearing his ID badge.

Status: Assigned

ID: 20020 Birth Date: 12/30/1992 Age: 17 Phone: Home: (610)791-8325 Counselor: Herda, Brian Disciplinarian: Christopher, Robert

Teacher Action(s)

New Delete

Date	Corrective Action	Action Date(s)	Time	Completed?	Parent(s) Contacted?	Delete
		from	to	from	to	
09/02/2009	Request stay after class	09/02/2009		09/02/2009	2:15 PM 2:30 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>

Notes: Student conference.

Related Issues

Choose from Existing

No Related Issues found

My Classes
Save
List
Refer Student

Once the **Choose from Existing** button is clicked, a list of possible related issues appears. Later, if needing to refer the student to the disciplinarian, teachers can refer the student once for multiple issues that have occurred over a period of time.

**Classroom Issue Related Issues -- Web Page Dialog**

**Classroom Issue Related Issues**

Save Cancel

Student	Date	Issue	Notes
Moore, Ryan David - 20020			

**Related Issues**

Include the checked issues as further referral information. Information will become available to student's Disciplinarian.

Include	Issue			Teacher Action(s)		
	Date	Issue	Notes	Date	Action	Notes
<input type="checkbox"/>	09/04/2009	ID Badge	Ryan forgot his badge again.	09/04/2009	Phone Call	See related incident on 9/2.
<input type="checkbox"/>	09/02/2009	ID Badge	Ryan is not wearing his ID badge.	09/02/2009	Request stay after class	Student conference.

## Class Issue Mass Entry

The **Class Issue Mass Entry** option allows teachers to enter the same issue on the same date for selected students in the class. Teachers enter information the same as they do Classroom Issues but in Class Issue Mass Entry, teachers can select multiple students involved in the classroom issue by checking the checkbox out to the left of the student's name.

Classroom Issue Mass Entry									
<div> <div>My Classes</div> <div>Save</div> <div>List</div> </div>									
Classroom Issue Mass Entry									
Teacher: Cardona, Marsha (ID:T0215MC) Date: 9/3/2009 View: German 3 (523 - 1) Per5 M1 M2 M3 M4 Type: Missed Homework Location: Classroom Issue is Resolved: <input type="checkbox"/> Teacher considers this issue to be resolved Notes: These students did not turn in their homework. <div>Spell Check</div>									
Status:									
Teacher Action(s)									
<div> <div>New</div> <div>Delete</div> </div>									
Date	Corrective Action	Action Date(s)		Time		Completed?	Parent(s) Contacted?	Delete	
From	To	From	To						
	--Choose Corrective Action--					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes: <div>Spell Check</div>									
Select Students									
Select	Student Name	Student ID	Birthdate	Age	Phone	Counselor	Disciplinarian		
<input type="checkbox"/>	Alexander, Kemar	42005	04/16/2000	9			Christopher, Robert		
<input checked="" type="checkbox"/>	Creswell, James	21160	06/18/1995	14			Christopher, Robert		
<input checked="" type="checkbox"/>	May, Taliana	42024	09/19/1999	10			Christopher, Robert		
<input type="checkbox"/>	Velazquez, Carmen David	20015	03/07/1989	20	Herda, Brian		Christopher, Robert		

## Conduct Referral

Use the **Teacher Conduct Referral** page to complete the referral process for a classroom issue. When teachers click **Refer Student** on the Classroom Issues page, the issue information displays on the Teacher Conduct Referral page. Teachers can review information and if all information is correct, click **Send** to refer the issue to the student's disciplinarian. If any of the information is incorrect, click **Cancel** and make changes on the Classroom Issues page.

Teacher Conduct Referral					
<b>Teacher Conduct Referral</b> <input type="button" value="Send"/> <input type="button" value="Cancel"/>					
Student	Grade	Date	Issue	Notes	
Bakersfield, Brandon A - 20080980	09	04/05/2009	Cell Phone Incident	had cell phone out in class	
Corrective Action	Action Date(s)		Time	Completed?	Parent(s) Contacted?
	From	To	From	To	
PC - Phone Call				No	Yes
SC - Student Conference				Yes	No
<b>Issue Notes :</b> <input type="text"/>					

## Classroom Issues List Page

Use the Classroom Issues List page to view a list of the issues that occur in the classroom and to select an issue to enter additional information. To view the detail or follow up on an issue, click the Issue link.

1. Select **Classroom Issues** from the menu and click **List**.
2. To add a new issue, click **New Issue**.

Classroom Issue List										
<input type="button" value="My Classes"/> <input type="button" value="New Issue"/>										
Teacher: Hastings, Harold (ID : 104)										
Classroom Issue List										
Issue Date	Issue	Student	ID	Description	Grade	Teacher	Course	Status	Parent(s) Contacted	Action
04/01/2009	ID badge	Akron, Ana Y. Δ	20081125	Not wearing ID badge	09	C116	English 9 (8144-5)	Completed		
04/02/2009	ID badge	Akron, Ana Y. Δ	20081125	Not wearing ID badge	09	C116	English 9 (8144-5)	Completed		
04/03/2009	ID badge	Akron, Ana Y. Δ	20081125	Not wearing ID badge	09	C116	English 9 (8144-5)	Completed		
04/17/2009	Talking in Class	Doveytown, Derek Δ Δ Δ	20081018	Derek kept talking in class today	09	C116	English 9 (8144-105)	Referred		
04/17/2009	Dress Code Violation	Doveytown, Derek Δ Δ Δ	20081018	Short skirt and spaghetti tank top	09	C116	English 9 (8144-105)	Referred		
04/17/2009	Miscellaneous	Akron, Alexia R. Δ	20080138	no idea what this is...	09	C105	English 9 (5144-10)	Referred		
04/06/2009	ID badge	Akron, Ana Y. Δ	20081125	Not wearing ID badge class issue recorded for 4/11-4/21/09 for same incident	09	C116	English 9 (8144-5)	Referred		
04/03/2009	Cell Phone Incident	Bakersfield, Brandon A. Δ Δ Δ	20080980	had cell phone out in class	09	C115	English 9 (8144-105)	Completed		
01/16/2009	Cheating	Halsstead, Haine L. Δ Δ	20080257	Cheating on test with crib sheet.	09	C107	English 9 (8149-102)	Completed		
04/17/2009	Cheating	Halsstead, Haine L. Δ Δ	20080257	Cheating on test - test answers on rib paper under test.	09	C107	English 9 (5149-102)	Referred		

## Conduct Referrals

Use the **Conduct Referral** page to enter student conduct that should be referred to a disciplinarian for review. The disciplinarian can escalate the referral to create a discipline incident or indicate that the issue was resolved.

1. To access the Conduct Referral page, select **Conduct Referrals** from the menu.
2. Enter the **Event Information** such as the building, date, time, type, and location of the issue.
3. When a student is entered in the **Students** section, general information about the student is displayed. Multiple students can be included; a referral will be created for each student.
4. For each student, enter text in the **Notes** area to describe the conduct that is being referred to the disciplinarian. When the referral is saved, the referral will then be available for the disciplinarian to review in eSchoolPlus. Teachers cannot edit a referral once it has been saved.

To view a list of the referrals entered, click **List**.

**Teacher Access Center**

☐ Debug Page  
☐ Debug DLL

**Conduct Referral**

**Event Information**

**Teacher:**  
**Building:**  
**Date:**  
**Time:**  
**Type:**  
**Location:**

Hastings, Harold (ID:104)  
2  
4/16/2009  
2:00 PM  
Smoking  
Outside

**Students**

Student ID	Student Name	Grade	Building	Classroom	Disciplinarian	Gender	Birth Date	Age	Select	
20030751	Ashley, Anthony J	Please Select	09	2	Hatboro, Heather	Annam, Alana	M	01/04/1993	16	<input type="checkbox"/>

**Notes:**

Anthony was outside in parking lot J smoking during 9th period.

☐

**Notes:**



## Conduct Referral List Page

Use the **Referral List** page to review the list of referrals sent to the disciplinarians. Teachers can use the Options settings to select the referral information to show on the list.

1. To access the Referral List page, select **Conduct Referrals** from the menu and then click **List**.
2. To add a conduct referral, click **New**. To display the options to select the referrals to display, click **Show Options**. To hide the options to select the referrals to display, click **Hide Options**.

Teacher Access Center									
Referral List									
My Classes New Show Options									
Teacher: Hastings, Harold (ID : 104)									
Referral List									
Date	Type	Student	ID	Notes	Referred To	Status	Corrective Action		
04/05/2009	ID badge	Annam, Ana V	20081125	Not wearing ID badge class issue recorded for 4/1; 4/2; 4/3 for same incident	Annam, Alana	Returned			
04/16/2009	Smoking	Adams, Anthony J	20080751	Anthony was outside in parking lot J smoking during 9th period.	Annam, Alana	Referred			
04/17/2009	Talking in Class	Dovelestown, Derek	20081018	Derek kept talking in class today	Annam, Alana	Returned			
04/17/2009	Cheating	Halleford, Halley	20080257	Cheating on test - last answers on nb paper under test.	Annam, Alana	Returned			
04/17/2009	Dress Code Violation	Dovelestown, Derek	20081018	Short skirt and spaghetti tank top	Annam, Alana	Returned			

## Selecting Options

On the **Referral List** page, teachers can specify options to select the referral information to display.

Classroom Issue List									
<span>My Classes</span> <span>New Issue</span> <span>Mass Entry</span> <span>Hide Options</span>									
Teacher: Cardona, Marsha (ID : T0215MC )									
<b>Options</b> <span>Refresh</span> <input type="checkbox"/> Save As Defaults									
Show Withdrawn Students: <span>None</span>									
Filter on View: <span>-- All Courses --</span>									
Date(s): <span>-- All --</span> From: <input type="text"/> To: <input type="text"/>									
Issue Status: <span>All</span> <span>None</span> <input checked="" type="checkbox"/> Recorded <input checked="" type="checkbox"/> Assigned <input checked="" type="checkbox"/> Completed <input checked="" type="checkbox"/> Referred <input checked="" type="checkbox"/> Returned <input checked="" type="checkbox"/> Escalated <input checked="" type="checkbox"/> No Infraction									
Filter on Students: <span>-- All Students --</span>									
<b>Classroom Issue List</b> <span>Delete</span>									
Issue Date	Issue	Student	ID	Notes	Grade	Homeroom	View	Issue Status	Administrative Action
09/14/2009	Cell Phone	Das, Sonali	01111	texting in class	09	112	French	Recorded	
							1 (511 - 1)		

To select options for the referral list:

1. On the My Home page, select the **Conduct Referral** option from the menu.
2. On the Conduct Referral page, click **List**.
3. On the Referral List page, click **Show Options** and then select the information to display.
  - **Show Withdrawn Students:** select how withdrawn students are listed. The options are:
    - **None** - to not display withdrawn students
    - **Alphabetically** - to display withdrawn students sorted in alphabetical order within the list of active students
    - **Grouped** - to display withdrawn students grouped at the bottom of the list of students in the class
  - **Date(s):** select the date option for the referrals to view. The options are:
    - **--All--** - Displays all referrals entered.
    - **Today** - Displays the referrals entered today.
    - **This Week** - Displays the referrals entered this week.
    - **This Month** - Displays the referrals entered this month.
    - **Past 30 Days** - Displays the referrals entered today and the past 30 days.
    - **Date Range** - Displays referrals for the date range that is specified in the From and To fields.

- **Issue Status:** check the box for the statuses to display. To check all the boxes, click the All link. The options are:
    - **Referred**- Displays referrals that have a status of Referred. This status indicates that the issue has been referred to disciplinarian(s), but the disciplinarian(s) has not returned the issue to the teacher, marked the issue resolved, or escalated the issue to create a discipline incident.
    - **Recorded** - The issue has been recorded.
    - **Assigned** - An action has been assigned for the issue.
    - **Referred** – The teacher referred the issue to the student's disciplinarian, counselor, or success plan coordinator.
    - **Returned** - The disciplinarian, counselor, or success plan coordinator returned the referral with either a suggestion for resolving the issue or a request for more information.
    - **Completed** – The teacher resolved the issue, and no further action is needed.
    - **No Infraction** - The issue was closed by the disciplinarian without the need for a discipline incident.
  - **Filter on Discipline Corrective Action:** Corrective Actions are not currently implemented for referrals.
4. To save the settings and display the referrals for the selected options, click **Save as Defaults**.

## Modifying Teacher Preferences

Teacher preferences allow teachers to define settings for the Score Assignments page. If teaching courses in more than one building, teachers can define the preferences to use for courses for each building. To change the preferences for a building, click the **Edit** link.

Teacher Preferences					
Gradebook					
Building	Building Name	Override Average	Display All Tab	Default Selected Tab	
2	SunGard High School 2	✓	✓	All	<a href="#">Edit</a>

### To Customize Teacher Preferences

1. Select the **Teacher Preferences** menu option from the left side menu.
2. Click **Edit** and modify preferences as follows:
  - **Override Averages:** If the building is configured to allow teachers to override the averages on the Score Assignments page, they can choose to turn off that feature. This will only affect the mark types that are calculated based on Gradebook scores. This does not affect the averages calculated based on an Average Setup. Category averages cannot be overridden if "Calculate Average Using Total Points" is selected on the Category tab.
  - **Display All Tab:** If the building is configured to display the All tab to display the average of all assignments, teachers may choose to not have the All tab display. If this option is turned off, teachers will only see tabs for the categories selected for the course.
  - **Default Selected Tab:** Teachers can select their own default tab to display when opening the Score Assignments page. The assignments and averages for the default tab will display. Teachers may change the tab they are viewing at any time by selecting a different tab.
3. Click **Save**.

## Cognos Reporting

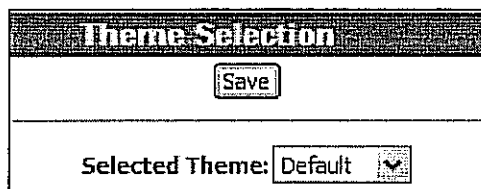
An option to access Cognos (link labeled Published Reports) may appear on the left side menu for teachers to run Cognos reports designed for teacher. This is dependent on the following items:

- TAC district configuration set to allow teachers Cognos Access.
- Staff Building Information must have the Staff flag checked as Teacher.
- Staff District Information on teachers must contain a Login ID as set in Active Directory.

If Cognos is made available in TAC, teachers will have limited access to Cognos Public Folder items. Items in the Teacher Access Center folder will contain filters to limit access of data to students in the teacher's class or homeroom. Districts will also have a TAC District Shared folder to share district built reports with the district's teachers. Teachers will have access to run reports only. Teachers who need the ability to create reports should be added as an eSchool user and be given rights to Cognos Reporting within eSchool.

## Changing Theme Colors

1. Click **Select Theme** from the left side menu.
2. In the **Theme Selection** window, select a color theme from the **Selected Theme** selection box.



3. Click **Save**.

